

ISGAP Introduction to Standards and Guidance in Archaeological Practice

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Welcome to ISGAP

If you are involved with community archaeology then this suite of resources was been developed for you.

This information provides best practice for your community group's involvement with archaeology. The resources we have developed will support you in delivering a broader public benefit to your voluntary archaeological work. By using good practice you can really make a difference. You can help to protect our archaeological resource and maximise the lasting value of the results of your archaeological work.

Through ISGAP we highlight the standard procedures you will need to apply when carrying out your archaeological research and investigation. Whilst we do not provide a step-by-step 'how to' instruction for specific methods, we do tell you about the best practice approach. We have also included essential details about your legal obligations and a helpful guide to sources of further advice.

Using ISGAP

This suite of documents is intended to introduce best practice for the community groups involved with archaeology, and in so doing increase the broader, public benefit of voluntary archaeological work. If good practice is followed, we can all help to minimise the unnecessary destruction of the archaeological resource and maximise the lasting value of the results of archaeological work.

ISGAP does not provide step-by step 'how to' instruction for particular methods. Instead it highlights standard procedures for carrying out archaeological research and investigation, including what your legal obligations are, and sources for further advice or information.

Each section is contained as a separate module that can be downloaded. We recommend that, whichever specific modules you look at, you always refer to the General Principles listed in the *[Introduction*(<http://isgap.org.uk/docs/1>) (Module 1), and that you give due consideration to the issues raised in *Stewardship*(<http://isgap.org.uk/docs/2>) (Module 2).

Modules 12-17 should also all be useful reference points for you, whatever elements of archaeological work you decide to engage in. We hope that ISGAP will help you to make informed and appropriate decisions as to the work that you undertake, and enable you to get the most out of your results.

1. The Introduction to Standards and Guidance in Archaeological Practice documents

The tradition of voluntary archaeological research has existed since at least the late eighteenth century. Many county societies and antiquarian groups have been around for more than a century and they were instrumental in creating the modern discipline of

archaeology. However, in the past decade or so an increase in funding and a higher profile for archaeology in the media has swelled the number of projects being undertaken by the voluntary sector, as well as increasing opportunities for volunteers to participate.



The standards and guidance outlined here are intended to be suitable for anyone involved in archaeology to follow since the obligations remain the same. However they are aimed especially at those carrying out archaeological activities as a voluntary pursuit.

The standards derive directly from the *Chartered Institute for Archaeologists' (CIfA) Standards and Guidance* (<https://www.archaeologists.net/codes/cifa>), and so ideally should be followed by professionals and volunteers alike, no matter what the scale or circumstance of archaeological work. This document is a summary of those standards, so anyone seeking further detail should refer to the original documentation. Web links to those standards are given at the bottom of each page, as well as other suggested resources for further specific information.

All of the CIfA Standards and Guidance documents are summarised in this document, apart from the Standards and Guidance for Forensic Archaeologists. This is because that particular standard and guidance is aimed primarily at specialists carrying out crime scene investigations with a view to appearing as expert witnesses in court.

The CIfA Standards and Guidance are 'live' documents and as such are constantly evolving, as they respond to changes in both policy and practice. Hence, it is envisaged that the ISGAP pages too will evolve as new techniques, legislation, and other factors come into play over time. This also accounts for the differing writing styles and formats seen in some of the guidance.

These guidance documents are intended to cover the whole of the UK and the UK Crown Dependencies. They recognise, therefore, the differing legislative and practical frameworks in operation in England, Scotland, Wales, Northern Ireland, the Isle of Man and the Channel Islands. For further details of legislation affecting archaeological work, please refer to *Essential contacts & help* (<http://isgap.org.uk/docs/14>) (Module 14).

General principles

The following are general principles which should be kept in mind when conducting any archaeological work:

1. Make sure that you have the skills and experience to carry out the work that you are planning

Seek out appropriate training courses to help your group gain the skills to carry out archaeological work to an acceptable level that doesn't unnecessarily damage the archaeological heritage. Advice can also be gained by linking in with more experienced groups in your area, consulting local archaeologists and specialists, and talking to organisations such as the Council for British Archaeology, Archaeology Scotland and the Institute for Archaeologists.

2. Consider costs at all times

Much essential archaeological work, such as post-excavation or work requiring consultation with specialists will most likely have costs attached, for materials, staff times, ongoing conservation and storage requirements and so forth. This should be given careful thought at the outset of a project, as failure to cover these expenses will have a detrimental effect on the overall project if particular elements are neglected due to their costs. If you are putting together a funding application, you should be able to itemise these expenses as part of your proposed project budget, ensuring that any grants received will cover or at least assist with these costs.

3. You need to decide whether or not to take on **intrusive investigation** (such as excavation or field walking); in turn accepting the legal, good practice, archive, ownership, insurance issues that this will entail. In some cases it may be more productive and useful, and less stressful, to concentrate on non-intrusive Desk-based assessments, survey, geophysical work or, other forms of research.



4. You don't need to work alone.

Consult the local authority archaeologist and keep them updated as the project develops.

5. Work with what is known already.

A thorough appraisal of information within both the appropriate National Monuments Record and the local Historic Environment Record or Sites and Monuments Record should be made before any further work is undertaken.

6. Seek to share your understanding of the past.

An organised record of the results of the work should be deposited as soon as reasonably possible with national and local information resources such as your local authority archaeological service and national repositories such as OASIS (<http://www.oasis.ac.uk>).

7. Check your insurance.

Any individual or group carrying out fieldwork of any sort should ensure they have adequate insurance policies in place.

8. Health and Safety is paramount.

Some forms of practical archaeological work are dangerous. Working safely should take priority over the need to recover, analyse or record the archaeology itself

9. If you are working with **young people** under the age of eighteen then you should refer to *Key advice & resources for working with young people* (<http://isgap.org.uk/docs/15>) (Module 15) to ensure you comply with best practice and legislation.

10. Seek out ways in which your project can involve others.

Wherever possible, archaeological investigations, including heritage stewardship, should aim to provide accessible opportunities for increasing public awareness and interest in archaeology and sharing new knowledge.



11. Check you have the relevant access permissions.

In all cases of archaeological investigation or stewardship, make sure that you have the relevant permissions from landowners, and also the relevant authorities if planning to work on listed buildings, battlefields, Scheduled Ancient Monuments, or other sites, monuments or landscapes with protected status.

In addition, we recommend that any archaeological researcher, whether paid or unpaid, and whether a member of the ClfA or not, be aware of and adhere to the five principles set out in the *ClfA's Code of conduct* (<https://www.archaeologists.net/sites/default/files/CodesofConduct.pdf>) (pdf file).

2. Stewardship

All archaeologists, paid or voluntary, are stewards of the archaeological resource. Therefore we recommend that the following is read and kept in consideration by anybody engaging with the historic environment.

Stewardship is about responsibility for taking care of the heritage. Increasingly voluntary groups take responsibility for looking after archaeological sites and historic buildings and landscapes, and for ensuring that they are maintained in a sound condition, safely accessible for public enjoyment and understanding. This standard is an overarching one

designed for the wide range of tasks of involved in managing and conserving historic assets sustainably.



Stewardship activities respect the values attached to historic assets and places, and ensure their conservation for the benefit of people today and in the future. Stewardship tasks must be informed by sufficient understanding of significance and condition for the task in hand. They should be carried out using methods that are fit for purpose and appropriately documented.

Anyone responsible for stewardship activities should be aware of and adhere to the Codes of Conduct adopted by the Chartered Institute for Archaeologists (CIfA) and the Institute for Historic Building Conservation (IHBC), and take due account of prevailing legislation and policies. These are shown in the Appendices of the CIfA Standard and Guidance for Stewardship of the Historic Environment, which is available online or by contacting the CIfA. (https://www.archaeologists.net/sites/default/files/CIfAS&GStewardship_1.pdf)

Key words to bear in mind when thinking about Stewardship are:

1. **Stewardship** protects and enhances what is valued in inherited historic assets and places. It responds to the needs and perceptions of people today and seeks to have regard for the needs of those in the future. The stewardship role includes undertaking conservation management tasks, communicating the public value of the heritage, promoting community awareness of the historic environment and encouraging active engagement in protection and enhancement.
2. **Values** are cultural, social and economic attributes, aspects of worth or importance, ascribed to historic assets and places. Distinct sets of values can complement or conflict with each other.
3. **Historic assets** are the material products of past human activity, discrete entities of recognised value at any scale from artefact to landscape. They can be, or can form part of, **places**, environmental locations people perceive as having a distinctive identity.
4. **Conservation** is the process of managing change through strategies and tasks that sustain the significance of inherited historic assets and places so that they can be used and

enjoyed now and in the future. This can be done:

(a) **physically or intrusively**, through interventions to protect significant fabric, character or appearance,

(b) **intellectually or non-intrusively**, through activities such as research, investigation, interpretation, communication and advocacy that promote beneficial change or alter perceptions of the asset and its context.

5. The **benefits** derived from historic assets – which can be cultural, economic, social, and environmental – flow from enjoying them and investing in their conservation

6. The **significance** of an historic asset or place is the sum of the cultural, natural, and social values ascribed to it. Economic value in this context is restricted to its functional contribution towards economic activity rather than to its market value or costs associated with its conservation.

7. The **condition** of an historic asset or place is the state of repair and material stability in which it currently survives.

8. **Documentation** of an historic asset or place includes documentary evidence for the past human activities associated with it, (often as copies or transcripts) and the records generated by conservation management and investigation of it as an historic asset. **Documents** can be artefacts in their own right as well as sources of evidence.

See the *Glossary: Technical Archaeological Terms* <http://isgap.org.uk/docs/17c> for more comprehensive list of stewardship terms.

Guidance

In informed stewardship of the historic environment, there is a sequence of three key questions that aim to help sustain what is valued in the historic environment for present and future generations. These focus around the headings of **understanding**, **benefiting**, and **managing**:

- * 'What' is the significance of the historic assets in question (understanding)?
- * 'Why' are they useful in terms of the benefits they bring (benefiting)?
- * 'How' are they best managed for sustainable change (managing)?

Community groups and volunteers have a role to play in all these areas of activity.

The table below shows the key components to each of the key questions. This table is taken from the ClfA Standard and Guidance for Stewardship of the Historic Environment. A detailed description of each of the key points can be found in that document (available at https://www.archaeologists.net/sites/default/files/ClfAS&GStewardship_1.pdf). We recommend that you read this document closely if you or your group is considering becoming involved in stewardship of the historic environment. This document is an introductory summary to that guidance.

Understanding – What?

Benefiting – Why?

Managing – How?

1.1 What is it?

1. Components and contexts
2. Completeness and complexity
3. Unique and common characteristics
4. Rarity and importance
5. Attributions
6. Function and design
7. Natural and historic assets

1.2 How old is it?

1. Absolute and relative dating
2. Original and later elements
3. Basis of dating

1.3 How do we know?

1. Documentation
2. Interpretation and evidence
3. Conclusions and hypotheses
4. Levels of confidence

1.4 What is its significance?

1. Significance and values
2. Understanding the past through physical survivals
3. Reconciling values
4. Values for stewardship
5. Changing significance

2.1 Adding to knowledge

1. Approach
2. Inter-disciplinarity
3. Particular and general outputs
4. Revision
5. Empirical and theoretical
6. Typical and unique
7. Presenting results
8. Traditions and evidence

2.2 Functional uses

1. Optimum uses
2. Alternative uses
3. Use and disuse
4. Long-term usefulness
5. Awareness of uses and benefits

2.3 Social and community benefit

1. Community identity and cohesion
2. Public value and private interests
3. Education and the historic environment
4. Passing it on to future generations

2.4 Economic benefit

1. Adding value in regeneration
2. Weighing public value and economic use
3. Materials and sustainability

2.5 Leisure and tourism interest

3.1 Overall frameworks

1. Commonality of process
2. Private and public interests
3. Professional approach
4. Policies and plans
5. Managing projects
6. Review of work in progress
7. Assessment and recording
8. Knowledge, experience, skills and training

3.2 Informing proposals & decisions

1. Preliminary investigations
2. Proportionality
3. Timescales
4. Informed debate about values
5. Assessment of condition
6. Informing decision-making

3.3 Advising and deciding

1. Considering options
2. Proportional control and advice
3. The 'precautionary' principle
4. Informed balance judgements
5. Precedents
6. Reversibility
7. Clarity about types of change
8. The scope for 'new' heritage

3.4 Implementing decisions

Understanding – What?

Benefiting – Why?

Managing – How?

1. Managing visitor attractions
2. Access and capacity
3. Transportation and tourism
4. Interpretative infrastructure
5. Explanation and evidence
6. Visitor-focused interpretation
7. Interpretative liaison
8. Amenity areas

1. Continuity of expertise and experience
2. Competition and competence
3. Mitigating impacts of research
4. Long term versus short term

3.5 Documentation

1. Documenting tasks and activities
2. Proportionality of documentation
3. Recording results
4. Availability of documentation
5. Keeping records

3.6 Communication

1. Communicating historic interest
2. Excitement and engagement
3. Explaining conservation
4. Communicating results



1. *Understanding – what are we conserving?*

Sound stewardship is based on a good understanding of the significance of what is being affected by change, whether as the first stage in developing a proposal or in response to a proposal that has already been made. Essential aspects to consider are its physical characteristics, information already available, the past human activities that it represents and the range of values that contribute to its overall significance. Gaining the understanding needed for the task in hand may require research activities, such as investigation and recording, that are themselves a major use of historic assets.

Consider in particular:

What is it?

Misunderstanding or incomplete understanding of historic assets causes avoidable controversy, hindering care and communication.

How old is it?

The age of an historic asset is a key element of its significance and a source of major interest, requiring careful and accurate expression, qualified as necessary.

How do we know?

Information is needed about the source, nature, completeness and reliability of the evidence upon which the understanding of historic assets depends.

What is its significance?

The significance of an historic asset or place is the totality of its ascribed cultural, natural, and social values.

2. *Benefiting – why are we conserving?*

The wide range of potential uses for historic assets, from academic to functional, reflect values derived from cultural, economic, environmental and social interests.

Consider in particular:

Adding to knowledge and understanding

Research in the service of conservation management, focussed on understanding the physical assets themselves, uses the approaches and methods that apply generally in

research to increase knowledge and understanding of past human activity..

Functional uses

Sustainable uses justify retaining historic assets, whether by continuing original ones, or introducing alternatives after careful assessment of significance.

Social and community benefit

Contrasts and continuities between past and present societies can invest historic assets and places with a significance that supports awareness of community and a sense of place and personal roots.

Economic benefit

Conserving historic assets can bring economic benefits through revived or alternative uses. By themselves or together with the value of social benefits, these can equal or exceed the financial costs of conservation.

Leisure and tourism interest

Community benefit is connected with leisure interest, economic benefit with tourism interest. For historic assets to serve them all requires a good understanding of their particular qualities and of public expectations.

3. Managing – how do we conserve?



Historic assets are managed effectively by facilitating sympathetic and sustainable uses. This requires considered and proportionate decisions based on well informed proposals that minimise avoidable destruction, prevent incremental loss and decay, and ensure appropriate repairs.

Consider in particular:

Overall frameworks

Like all tasks and activities, stewardship benefits from a consistent framework of approach.

Informing proposals and decisions

An understanding of the significance of an historic asset (Sections 1, 2.1) is fundamental to the design of stewardship tasks and activities.

Advising and deciding

Stewardship advice and decisions should be reasonable; they should balance conflicting factors and show awareness of possible implications.

Implementing decisions

Some general considerations can contribute towards successful outcomes of stewardship tasks and activities, in addition to those that are largely a matter for more detailed guidance.

Documentation

The documentation of stewardship tasks and activities covers work done to historic assets as well as what is known about their significance.

Suggested further reading

CIfA Standards and Guidance

* [https://www.archaeologists.net/sites/default/files/CIfAS&GStewardship_1.pdf] (pdf file)

* [<https://www.archaeologists.net/codes/cifa>]

* [https://www.archaeologists.net/sites/default/files/CIfAS&GAppendices_0.pdf] (pdf file)

Other References

* *Archaeology Scotland (no date) Adopt-a-Monument Project*

Folder(<https://archaeologyscotland.org.uk/adopt-a-monument/>)

* English Heritage, (2008) *Conservation Principles, Policies and Guidance for the sustainable management of the historic environment*. London, English Heritage (<https://historicengland.org.uk/images-books/publications/conservation-pr...>) Please note this product has not yet been rebranded under Historic England

* *Historic Scotland (2008) Scottish Planning Policy (SPP 23): Planning and the Historic Environment*. Edinburgh, Historic

Scotland(<https://www2.gov.scot/Resource/Doc/242900/0067569.pdf>) (pdf file)

* *Welsh Office/ Cadw, (2009) Conservation Principles, Policies and Guidance for the sustainable management of the historic environment in Wales*. Cardiff, Welsh Office/Cadw ([https://cadw.gov.wales/docs/cadw/publications/Conservation Principles EN...](https://cadw.gov.wales/docs/cadw/publications/Conservation_Principles_EN...))

* *Natural England (2010) Technical Information Note no. 086: Illustrated guide to managing historic environment features*. Sheffield, Natural England(<http://publications.naturalengland.org.uk/publication/9005>)

Other Guidance Sources

* Cadw provide a range of conservation publications. These can be accessed

at: <https://cadw.gov.wales/historicenvironment/?lang=en>

* Historic England (previously English Heritage) also provide a database of guidelines and standards for different elements of archaeological practice. Most can be downloaded as free .pdf documents: <https://historicengland.org.uk/advice>

* Scotland's Rural Past (<http://www.scotlandsruralpast.org.uk>) was a five-year HLF-funded project working across Scotland which provided local communities with an opportunity to get involved with surveying and recording settlement sites in their local areas. SRP have provided a set of guidance for their groups, much of which deals with different archaeological methods. This guidance can be accessed

at http://www.scotlandsruralpast.org.uk/index.php?option=com_content&view=a...

* For more detailed advice on digital archiving, see the advice pages offered by the Archaeology Data Service

at: <https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml>

3. Deposition & archiving (including data standards advice)

All archaeological projects that include the recovery or generation of data and/or archaeological materials (finds) should result in a stable, ordered, and accessible archive. It is important that the archive is created and compiled to acceptable standards, and that they are stored to recognised standards for long-term preservation, remaining accessible for future research or consultation. The archaeological archive comprises all parts of the archaeological record, including the finds samples, and digital records as well as the written, drawn and photographic documentation. The archive from an archaeological project is the key to understanding any published interpretations of the results.



Records of all archaeological remains, however collected, also retained archaeological materials (finds and samples), must be kept for future analysis. The archive must also include descriptions of contents, relevant indexes, descriptions of methodologies, project planning information, and keys to specific terminologies. Curation of the archive where possible in a recognised repository will ensure the survival of archaeological evidence for future use.

Archaeological archives are regulated by a number of key principles, to which any archaeologists, whether paid or voluntary, are urged to adhere:

- * All archaeological projects must result in a stable, ordered, accessible archive
- * All aspects of the archaeological process affect the quality of the resulting archive
- * Standards for the creation, management and preparation of the archive must be understood and agreed at the beginning of any project
- * Ensuring the security and stability of the archive is a continuous process and a universal responsibility
- * A project has not been completed until the archive has been transferred successfully and is fully accessible for consultation

* All archaeological archives must be stored in repositories that maintain proper standards of care and accessibility

Checklist

- * Think carefully ahead of project whether finds recovery is essential; preservation in situ may be a preferable option.
- * Consider archiving and storage requirements at every stage of your project
- * Find out about local archive deposition standards from the curator of the intended archive repository.
- * Marine and nautical artefacts have specialist requirements that may impact the level of conservation and storage available, so check beforehand.
- * Try to minimise risk of damage to, deterioration, loss or theft of archive material.
- * Seek the help of specialists if this is needed for any of your artefacts.
- * Be aware of the procedures for care and storage of human remains, seeking specialist help where possible.
- * Identify in your project report the location and name of the repository where the project archive is stored.
- * Make sure all parts of the archive are appropriately labelled, indexed and packed for transfer to the repository.
- * Make sure that there are copies and backups of paper and digital elements of the archive, which are safely stored.
- * Consider digital deposition with OASIS and the ADS (and consult the ADS guidance for digital archives).
- * Arrange a mentoring procedure within your group or involving another organisation if this is possible.
- * Consider ownership issues, including permissions from the landowner and any Treasure or Treasure Trove requirements.
- * Try to make sure that the final repository for the project archive can provide sustainability and accessibility for the archive.
- * Establish where copyright for the archive will rest.
- * If appropriate, wider publicity of your project could be achieved through arranging a special event for the Festival of British Archaeology and/or Scottish Archaeology Month.

1. Before embarking on finds recovery of any sort, whether through excavation, nautical recording, field walking or other means, consider carefully whether recovery is an essential part of the research project. It may be more appropriate to follow the principles of preservation in situ, so obtain specialist advice beforehand.

2. Archaeological archives are very important to any project, and must be considered and included at all stages of the project, from project design through to the project report and beyond. This includes specifically stating in the project design that one of the project outcomes will be the compilation of a stable, ordered and accessible archive.

3. If you are depositing your archive with a repository outside of your group or organisation (for example with your local museum), contact the curator to find out about local archive deposition standards.

4. If your project involves maritime, nautical or underwater archaeology, there will, as with any types of finds, be ongoing obligations in terms of time, facilities and money for the continued storage and conservation of these finds. Due to the specialist requirements of maritime finds, it may prove difficult to find a suitable repository for such a finds archive, and so make sure you have investigated this and taken advice from specialists before embarking on your project.

5. Care must be taken with all materials, including written records, that are to be included in the project archive, to make sure that the risk of damage, deterioration, loss or theft is kept to a minimum.

6. If specialist help is required to record and treat particular finds, do not hesitate to seek this help. Your local authority archaeologist or equivalent should be able to help you contact the most appropriate specialist.

7. There are special procedures for the care and archiving of human remains, which for ethical and legal reasons need to be treated with a degree of sensitivity. It is highly advisable to seek the help of a specialist. For advice and contact details of specialists, visit and contact via the *British Association for Biological Anthropology and Osteoarchaeology (BABA0)*(<http://www.babao.org.uk>).

8. Make sure that your project report identifies where the archive is deposited, and the accession number issued by the repository (if applicable), or if not available, the Site Code.

9. The archive, including finds, relevant drafts of all reports, paper records and digital material, should be appropriately labelled, indexed and packed for transfer to the repository. Documentation of finds should conform as far as possible with nationally agreed term lists (eg. Mda Archaeological Objects Thesaurus and FISH Inscription – see suggested reading below).

10. Make sure that you have security (backup) copies of all the documentary archive, and backup files of the digital archive. These should be stored securely.

11. Deposit the digital archive with a digital repository which has data migration and backup procedures in place. At the very least, a description of the project and its conclusions should be submitted to your local Historic Environment Record (HER – formerly called the Sites and Monuments Record, and the relevant National Monuments Record or equivalent. In Wales the HERs are held by the four Welsh Archaeological Trusts. The best way to submit the report online if your site is in England, Scotland or Wales is online, via the *OASIS system*(<https://oasis.ac.uk/pages/wiki/Main>). In Scotland, a site summary should be prepared for *Discovery and Excavation in Scotland (DES)*, published by Archaeology Scotland. If you have submitted your report through OASIS, DES will be notified automatically. By using the OASIS system you will also be given the opportunity to have your report included in the ADS 'grey literature library' of unpublished fieldwork reports, which will be available online. In Northern Ireland send your report to the Northern Ireland Environment Agency: Built Heritage Directorate.

12. For the fuller digital archive, that covers created data sets and the report of findings, consider submitting this to the *Archaeology Data Service (ADS)*(<http://ads.ahds.ac.uk>), an

online archive of digital data. Guidelines for the process of deposition can be found via the ADS (<https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml>)

13. Arrange a mentoring system for the project if you can. This may be done through your own group (by assigning an experienced group member to monitoring duties), or may involve an archaeologist from your local authority, archaeological trust, university, or a national conservation agency acting as a mentor to your project.



14. Make sure that you have considered ownership issues. In most cases, ownership of the archive will pass to the repository where it is finally stored. However, you need to make sure you have agreed this with the landowner where applicable, and that you are aware of ownership regulations of specific finds. In England, Wales, Northern Ireland and the Isle of Man ownership of archaeological material rests with the landowner, except where other laws are applicable*** (e.g. Treasure Act 1996, Burials Act 1857). In Northern Ireland it is a statutory duty for finders to report all archaeological objects, whatever they are made of, to the Northern Ireland Environment Agency: Built Heritage Directorate, or to the Director of the Ulster Museum or, failing that, to the officer in charge of a police station, within fourteen days, unless they are uncovered as part of a licensed excavation. In Scotland all finds of archaeological objects must be reported to the Crown, normally via the Treasure Trove Advisory Panel or the Finds Disposal Panel. The archaeologist undertaking the fieldwork or the planning archaeologist must make this clear at the inception of the project (in the brief/project outline, specification or project design). In the Bailiwick of Guernsey, all finds should be reported to the Archaeology Officer, Guernsey Museum.

(*** Unless in Scotland you will need to obtain written permission from the landowner for finds donation and deposition with the identified repository)

15. Try to make sure that the repository where the archive will be stored will be able to ensure the continued stability and accessibility of the archive for future review or research needs.

16. Consider copyright of the archive – which normally rests with the organisation or group undertaking the research, but may be transferred with the archive to the archive repository. Be aware and mindful of issues relating to intellectual property rights, plagiarism and accessibility to research.

17. You could also consider publicising your work through public events, such as organising an event for the *Festival of British Archaeology* (<http://www.archaeologyfestival.org.uk>) or *Scottish Archaeology Month* (<https://archaeologyscotland.org.uk/projects/scottish-archaeology-month/>).

Suggested further reading

ClfA Standards and Guidance

* [ClfA Standards and Guidance for the creation, compilation, transfer and deposition of archaeological archives] (https://www.archaeologists.net/sites/default/files/CIFAS&GArchives_2.pdf) (pdf file)

* [ClfA Standards and Guidance] (<https://www.archaeologists.net/codes/cifa>)

CBA Practical Handbooks

* Mytum, H. (2000) *Recording and Analysing Graveyards*. York, Council for British Archaeology, Practical Handbook Series no. 15

* Roberts, C. (2018) 2nd ed *Human Remains in Archaeology: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 19

* Steiner, M. (2006) *Approaches to Archaeological Illustration: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 18

* Webster, P. (1996) *Roman Samian Pottery in Britain*. York, Council for British Archaeology, Practical Handbook Series no. 13

* Dellino-Musgrave, V. (2012) *Marine Archaeology: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 20

All CBA Practical Handbooks are available online at: <https://shop.britarch.ac.uk/product-category/cba-publications/practical-...> or at CBA bookstalls at events across the country (see <https://new.archaeologyuk.org/cba-events>)

Other References

* Brown, D. (2007) *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation*. Institute for Archaeologists on behalf of the Archaeological Archives Forum. Available as a downloadable PDF document] (https://www.archaeologists.net/sites/default/files/ifa_practice_archives...).

* Buckley, L., Murphy, E., and O'Donnabhain B. (2004) *Treatment of human remains: a technical paper for archaeologists*. 2nd ed. Institute of Archaeologists of Ireland. [Download PDF document] (<http://www.iai.ie/wp-content/uploads/2016/03/The-Treatment-of-Human-Rema...>)

- * Cassman, V., Odegaard, N., and Powell, J. (eds) (2006) *Human remains: a guide for museums and academic institutions*. Lanham, Maryland, Altamira Press.
- * Church of England and English Heritage (2005) *Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England*. (http://www.archaeologyuk.org/apabe/pdf/APABE_ToHREfCBG_FINAL_WEB.pdf)
- * DCMS (2005) *Guidance for the Care of Human Remains in Museums*. (<http://webarhive.nationalarchives.gov.uk/+http://www.culture.gov.uk/re...>)
- * English Heritage (2009) *Greater London Archaeology Advisory Service: Standards for Archaeological Work*. (<https://historicengland.org.uk/services-skills/our-planning-services/gre...>)
- * Historic Scotland (2006) *The Treatment of Human Remains in Archaeology*. (<https://www.historicenvironment.scot/archives-and-research/publications/...>)
- * Historic Scotland (1996) *Archaeology Procedure Paper 2. Project design, implementation and archiving*. Edinburgh, Historic Scotland.
- * Institute of Archaeologists of Ireland (2006) *Code of conduct for the treatment of human remains in the context of an archaeological excavation*. Dublin: IA. (<http://www.iai.ie/wp-content/uploads/2016/03/IAI-Code-of-Conduct-for-the...>)
- * O'Sullivan, J., and Killgore, J. (2003) *Human remains in Irish archaeology*. Dublin, The Heritage Council. [Download PDF document](https://www.heritagecouncil.ie/content/files/human_remains_in_irish_arch..)
- * The Archaeological Archives Forum guide *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (2007). (http://www.archaeologyuk.org/archives/aaf_archaeological_archives_2011.pdf)
- * The Archaeological Objects Thesaurus (<http://www.heritage-standards.org.uk/fish-vocabularies/>), and other useful thesauri for archaeology, can be found on the Forum on Information Standards in Heritage's website.

Other Guidance Sources

- * For advice on data standards (terminology) see *Forum on Information Standards in Heritage (FISH)* (<http://www.heritage-standards.org.uk/>)
- * Historic England also provide a database of guidelines and standards for different elements of archaeological practice. Most can be downloaded as free .pdf documents. <https://historicengland.org.uk/images-books/publications/>
- * For more detailed advice on digital archiving, see the advice pages offered by the Archaeology Data Service: <https://archaeologydataservice.ac.uk/advice.xhtml>

* For information on human remains issues, including ways of contacting specialists, visit *British Association for Biological Anthropology and Osteoarchaeology (BABA0)*(<http://www.babao.org.uk>).

* *Scotland's Rural Past* (www.scotlandsruralpast.org.uk) was a five-year HLF-funded project working across Scotland which provided local communities with an opportunity to get involved with surveying and recording settlement sites in their local areas. SRP have provided a set of guidance for their groups(http://www.scotlandsruralpast.org.uk/index.php?option=com_content&view=a..), much of which deals with different archaeological methods.

4. Desk-based assessment

A desk-based assessment involves gathering together the written, graphic, photographic and electronic information that already exists about the site. This will help identify the likely character, extent, and quality of the known or suspected remains or structures being researched. This is done in order to:

- * plan for the recording, preservation or management of the archaeological resource
or
- * plan for the further investigation of the site, if intrusive investigation is intended
or
- * propose further archaeological investigation within a programme of research

Checklist

- * Carry out your desk-based assessment ahead of any other part of your archaeological investigations, such as fieldwalking, excavation or geophysical survey.
- * Prepare a project design ahead of starting your desk-based assessment to help guide it, seeking specialist help if possible.
- * Show your project design to, and consult with, your local authority archaeologist.
- * Consult a wide range of sources and datasets when gathering your information for your desk-based assessment.
- * Keep thorough records of your research, while obtaining appropriate permissions to access sites and data, and to reproduce information, considering from the outset how your project results, documentation and objects will be archived.
- * Make sure you have permission from the landowner for any site visits.
- * Be prepared to modify your project design in light of information discovered through the desk-based assessment.
- * Produce a clear report of the desk-based assessment and seek assistance if needed.
- * Deposit both the archive (including digital records) and report with the appropriate local and national bodies.
- * Publication and dissemination of your work is very important.
- * Identify an experienced mentor to advise your work if possible.
- * If appropriate, wider publicity of your project could be achieved through arranging a special event for the Festival of British Archaeology and/or Scottish Archaeology Month.



1. The desk-based assessment is a crucial stage of any archaeological investigation, and should always be carried out ahead of any fieldwork or other investigations, especially as it will help you to decide what further methods are most appropriate for your site.

2. Desk-based assessments should be informed by a set of aims, approaches and intended outcomes. These are defined at the outset within a specification or project design. This design should be prepared with the help of qualified and experienced archaeologists if at all possible. See *Project Design and Project Report Checklists and definitions* (<http://isgap.org.uk/docs/18>) for a checklist of what should be included in a desk-based assessment project design.

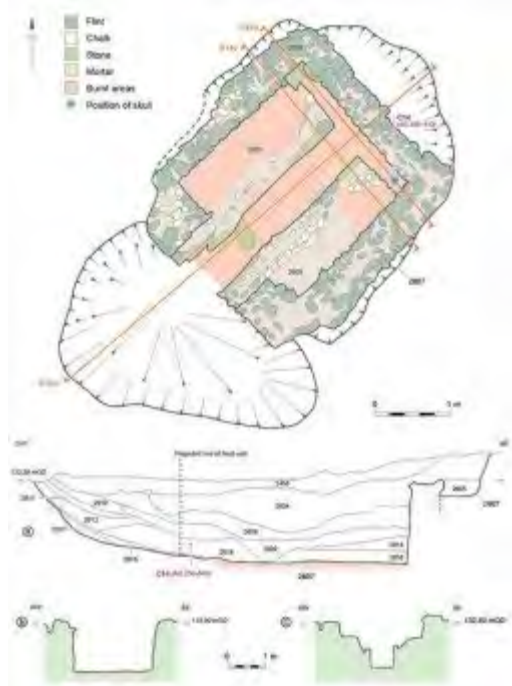
3. As with any form of archaeological research, you should contact your local authority archaeologist or equivalent*** to inform them of your planned research. As well as keeping them informed of your project, hence contributing to the archaeological record for the local area, this will also help your project as the local authority archaeologist or equivalent may be in a position to provide feedback about your project and planned work. If your work is to do with maritime archaeology, it will be appropriate to contact the relevant national curator, for example English Heritage, Cadw or Historic Scotland. Make sure too that all the members of your team that will be involved with the project are also aware of the overall project design or specification, and of their roles on the project.

(*** County or local authority Archaeologist in England; Trust Archaeologist in Wales; local authority archaeological advisor in Scotland; Northern Ireland Environment Agency: Built Heritage Directorate in Northern Ireland, the Archaeological Officer, Guernsey Museum, for Bailiwick of Guernsey, Jersey Heritage on Jersey or Manx National Heritage on the Isle of Man.)

4. The consultation of sources and data collection, following the specification or the project design, should take care to draw evidence from as many appropriate sources as possible relating to the archaeological, environmental, topographical and historical importance of the

site. A list of potential sources is included in *Project Design and Project Report Checklists and definitions* (<http://isgap.org.uk/docs/18>)

5. Keep full and proper records – including written, graphic, electronic and photographic as appropriate – of your work, making sure that you have the necessary permissions to reproduce or cite particular material. Take care to record the sources of information used as you are doing your research.



6. Make sure that you have permission from the landowner if you are including a site visit as part of your desk-based assessment.

7. It is possible that a project design may need modifying in light of information uncovered by the desk-based assessment, so be prepared to be flexible with this as the project develops.

8. A report of the desk-based assessment should be produced. See *Project Design and Project Report Checklists and definitions* (<http://isgap.org.uk/docs/18>) for what should be included in a desk-based assessment report. Guidance and assistance from qualified, experienced archaeologists should be sought, especially if your group has relatively little experience in writing such reports. This also helps provide 'peer review' for your work from others interested in archaeology and familiar with the requirements of report writing.

9. All records, whether digital, paper or photographic, should be stored in a secure and appropriate environment, and be regularly copied or backed up. For digital records, check that you are using the appropriate techniques, file types and formats by consulting the Archaeology Data Service (ADS) general *Guide to Good Practice series* (<http://guides.archaeologydataservice.ac.uk/g2gpwiki/>).

10. All archaeological projects should be published and disseminated. At the very least, a description of the project and its conclusions should be submitted to your local Historic Environment Record (HER – formerly called the Sites and Monuments Record), and the relevant National Monuments Record or equivalent. In Wales the HERs are held by the four Welsh Archaeological Trusts. The project description should take the form of a report which

contains enough information for your conclusions to be scrutinised. The best way to submit this report if your site is in England, Scotland or Wales is online, via the OASIS system(<http://www.oasis.ac.uk>). In Scotland, a site summary should be prepared for *Discovery and Excavation in Scotland* (DES), published by Archaeology Scotland. If you have submitted your report through OASIS, DES will be notified automatically. By using the OASIS system you will also be given the opportunity to have your report included in the ADS 'grey literature library' of unpublished fieldwork reports, which will be available online. In Northern Ireland reports should be submitted to the Northern Ireland Environment Agency: Built Heritage Directorate. For the Bailiwick of Guernsey, including Alderney and Sark, reports should be submitted to the HER at Guernsey Museum.

11. Arrange a mentoring system for the project if you can. This may be done through your own group (by assigning an experienced group member to monitoring duties), or may involve an archaeologist from your local authority, archaeological trust, university, or a national conservation agency acting as a mentor to your project.

12. You could also consider publicising your work through public events, such as organising an event for the *Festival of British Archaeology* (<http://www.archaeologyfestival.org.uk>) or *Scottish Archaeology Month* (<https://archaeologyscotland.org.uk/projects/scottish-archaeology-month/>).

Other options include:

- * *Heritage Open Days* (<http://www.heritageopendays.org.uk>) in England
- * *Doors Open Days* (<http://www.doorsopendays.org.uk>) in Scotland
- * *Open Doors Days* (<https://wales.com/open-doors>) in Wales
- * *European Heritage Open Days* (<https://discovernorthernireland.com/events/European-Heritage-Open-Days/>) in Northern Ireland.

Suggested further reading

ClfA Standards and Guidance

ClfA Standards and Guidance for desk-based assessment

(https://www.archaeologists.net/sites/default/files/ClfAS&GDBA_2.pdf) (pdf file)

ClfA Standards and Guidance (<https://www.archaeologists.net/codes/cifa>) (pdf file)

CBA Practical Handbooks

- * Currie, C. (2005) *Garden Archaeology: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 17
- * Lowry, B. (1996) *20th Century Defences in Britain: An introductory guide*. York, Council for British Archaeology, Practical Handbook Series no. 12
- * Mytum, H. (2000) *Recording and Analysing Graveyards*. York, Council for British Archaeology, Practical Handbook Series no. 15
- * Steiner, M. (2006) *Approaches to Archaeological Illustration: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 18
- * Palmer, M., Nevell, M. and Sissons, M. (eds)(2012) *Handbook on Industrial Archaeology*. York, Council for British Archaeology, Practical Handbook Series no. 21

All CBA Practical Handbooks are available online at: <https://shop.britarch.ac.uk/product-category/cba-publications/practical-...> or at CBA bookstalls at events across the country (see <http://new.archaeologyuk.org/cba-events>)

Other References

* Brown, D. (2007) *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation*. Chartered Institute for Archaeologists on behalf of the Archaeological Archives Forum.

(https://www.archaeologists.net/sites/default/files/ifa_practice_archives... (PDF document))

* English Heritage (2009) *Greater London Archaeology Advisory Service: Standards for Archaeological Work*. (<https://historicengland.org.uk/services-skills/our-planning-services/gre...>)

* Historic Scotland (1996) *Archaeology Procedure Paper 2. Project design, implementation and archiving*. Edinburgh, Historic Scotland.

Other Guidance Sources

* Historic England also provide a database of guidelines and standards for different elements of archaeological practice. Most can be downloaded as free .pdf documents. <https://historicengland.org.uk/images-books/publications/>

* For more detailed advice on digital archiving, see the advice pages offered by the Archaeology Data Service at: <https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml> and <http://guides.archaeologydataservice.ac.uk/>.

* *Scotland's Rural Past* (www.scotlandsruralpast.org.uk) was a five-year HLF-funded project working across Scotland which provides local communities with an opportunity to get involved with surveying and recording settlement sites in their local areas. SRP have provided a set of guidance for their groups (http://www.scotlandsruralpast.org.uk/index.php?option=com_content&view=a...), much of which deals with different archaeological methods.

5. Site evaluation

An archaeological site (or field) evaluation will determine, as far as is reasonably possible, the nature of the archaeological resource within a specified area using appropriate methods and practices. It is a limited, usually low-cost and quick, programme of fieldwork which determines the presence or the absence of archaeological features, structures, buildings, deposits, artefacts or ecofacts, within a specified area or site. The area or site being evaluated can be on land, inter-tidal zone or underwater. If remains of archaeological interest are present, site evaluation defines their character, extent, quality and preservation, and allows an assessment to be made of their worth. A site or field evaluation usually leads to one of the following:

- * planning to ensure the recording, preservation or management of the archaeological resource
- * planning to mitigate a threat to the archaeological resource
- * proposing further archaeological investigation within a programme of research

Field techniques used for site evaluation may include:



1. Non-destructive

- * Geophysical survey
- * Remote sensing
- * Geochemical survey
- * Earthwork survey
- * Field scanning (observation and mapping of artefact and other distributions, but not collection of artefacts)
- * Standard building survey

2. Destructive (of varying degrees)

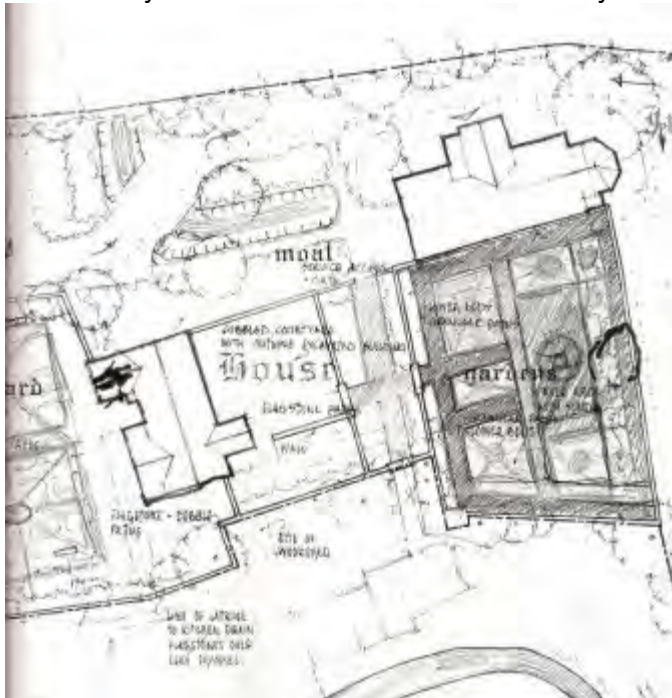
- * Augering
- * Hand-excavated test pits
- * Hand-excavated trenches
- * Machine-stripped and manually excavated test pits
- * Machine-stripped and manually excavated trenches
- * Probing (frequently used underwater)
- * Surface artefact collection: metal detecting; fieldwalking for collection as opposed to scanning. NB fieldwalking is classed as 'destructive' since it removes all or part of the archaeological resource even though this may already have moved from its depositional context (e.g. due to ploughing). For fieldwalking, we do not recommend selective collection (only collecting some of the found artefacts and ecofacts) as this biases information from both artefacts left on the ground and those collected.

Checklist

- * Prepare a project design ahead of starting any archaeological investigation, including site evaluation
- * Show your project design to, and consult with, your local authority archaeologist and/or national curator.
- * Make sure all equipment and methods are Health and Safety Executive compliant and consider use of risk assessments for any planned activities.
- * Obtain all relevant permissions and, where needed, licences before doing any fieldwork.

- * Clarify ownership of any objects before excavation begins, and familiarise yourself with the Treasure legislation for the country or province in which you are working.
- * Make sure you are aware of what to do in the event of encountering human remains.
- * Keep thorough records during and after the excavation including using appropriate pro forma.
- * Only carry out finds recovery if this is absolutely essential – in situ preservation is usually preferable.
- * Follow appropriate guidance for creation and deposition of digital records.
- * Carefully assess what post-excavation work is required before going ahead with this, and be prepared to alter your research design by assessing your results as you go along.
- * Consider from the outset how your project results, documentation and objects will be archived
- * Deposit both the archive and report with the appropriate local and national bodies.
- * Produce an appropriate report of your work and consider other possible outlets for dissemination.
- * Consider potential confidentiality issues and seek specialist advice.
- * Arrange a mentoring procedure within your group or involving another organisation if this is possible.
- * If appropriate, wider publicity of your project could be achieved through arranging a special event for the Festival of British Archaeology and/or Scottish Archaeology Month.

1. Before beginning your site evaluation, you should write a specification or project design to help direct your research methods and think through what work will be needed. See *Project Design and Project Report Checklists and definitions* <http://isgap.org.uk/docs/18> for a checklist of what should be included in a site evaluation project design. This could also be informed by a desk-based assessment already carried out.



2. As with any form of archaeological research, you should contact your local authority archaeologist or equivalent to inform them of your planned site evaluation. As well as keeping them informed of your project, hence contributing to the archaeological record for the local area, this will also help your project as the local authority archaeologist or

equivalent*** will be able to provide feedback about your project design and planned work. If your work is to do with maritime archaeology, it will be appropriate to contact the relevant national curator, for example English Heritage, Cadw or Historic Scotland. Make sure too that all the members of your team that will be involved with the project are also aware of the overall project design or specification, and of their roles on the project.

*** (County or local authority Archaeologist in England; Trust Archaeologist in Wales; local authority archaeological advisor in Scotland; Northern Ireland Environment Agency: Built Heritage Directorate in Northern Ireland, the Archaeological Officer, Guernsey Museum, for Bailiwick of Guernsey, Jersey Heritage for Jersey or Manx National Heritage on the Isle of Man.)

3. All equipment used should be fit for purpose, complying with Health and Safety Executive regulations. In addition, health and safety considerations must always take precedence over archaeological ones. Model risk assessments are available to help you decide on appropriate actions to increase on-site safety. <http://www.hse.gov.uk/risk/index.htm>

4. Permission for archaeological excavation, even if only on a small scale, must be obtained from the landowner, who must be in agreement with the overall aims of the project as well as the logistics, methodology and timing of the work. The local authority archaeologist and, where appropriate, the national agency curator, should be kept informed throughout. In Northern Ireland, archaeological excavation may only be conducted with a licence obtained from the Northern Ireland Environment Agency. In other countries, no specific licence is required unless the excavation is to be carried out on a Scheduled Ancient Monument, Listed Building, Registered/Inventory Battlefield, or a Registered/Inventory Park or Garden. In these situations, consent must be obtained from the national heritage agency***.

*** (In the cases of Inventory Battlefields, Inventory Parks and Gardens, and designed landscapes, such consent is not obligatory in Scotland.)

5. It is important to bear in mind that in England, Northern Ireland and Wales ownership of any objects found (for example through excavation or fieldwalking) normally rests with the landowner (unless the object is deemed to be Treasure under the *Treasure Act 1996 – England, Wales and Northern Ireland* (<http://finds.org.uk/treasure>)). However, in Scotland any archaeological finds count as *treasure trove* (<http://www.treasuretrovescotland.co.uk>), and must be reported to the Crown. In the UK Crown Dependencies there are other regulations, including Treasure Trove law on the Isle of Man. You should obtain the written consent of the landowner for the donation of any archaeological finds if at all possible. At the very least, there should be an agreement with the landowner about what will happen to the finds including clarifying where ownership lies, put in place prior to the survey or excavation.

6. In the event that human remains are encountered, you should contact the police in the first instance. There are guidelines from the Ministry of Justice (see <https://www.gov.uk/government/publications/apply-to-exhume-human-remains>), and an exhumation licence should be applied for in most instances (but not in Scotland) before excavation of the human remains can proceed. You should also seek the assistance of an archaeological human remains specialist if possible. For further information, including an email for seeking assistance, please visit the *British Association for Biological Anthropology and Osteoarchaeology (BABAO)* (<http://www.babao.org.uk>).



7. It is crucial that any fieldwork carried out leads to at least one published account, and an ordered, accessible archive that others can make use of in the future. Full and proper records (written, graphic, electronic, digital and photographic as appropriate) should be made for all work, using durable pro forma record forms and sheets as applicable (for example if any small-scale excavation has been carried out). Written registers of all site plans, drawings, photographs, special finds and samples should be kept. The area(s) being excavated should be related to the National Grid and the Ordnance Survey datum so that others can locate them accurately in the future. Careful recording of the archaeological deposits is important, but this should be accompanied by attempts to *interpret* what is found also, both during the work itself and in the report writing phase. For more information about this, see *Deposition & archiving (including data standards advice)*<http://isgap.org.uk/docs/3>.

8. Before embarking on finds recovery of any sort, whether through excavation, nautical recording, field walking or other means, consider carefully whether recovery is an essential part of the research project. It may be more appropriate to follow the principles of preservation in situ, so obtain specialist advice beforehand.

9. For digital records, check that you are using the appropriate techniques, file types and formats by consulting the ADS general *Guide to Good Practice series*<http://guides.archaeologydataservice.ac.uk/g2qpwiki/>). All records, whether digital, paper or photographic, should be stored in a secure and appropriate environment, and be regularly copied or backed up.

10. If any excavation is carried out, you should try to evaluate the results as you go along, which will help you decide the scope for post-excavation work, further analysis and publication. New research questions may be asked of the project on the basis of the evidence found during excavation, and it may be necessary to complete a revised project design as a result. The analysis of artefacts, samples and stratigraphic records should be carefully documented, and any data which is generated should be included in the project archive.

11. It is important to start thinking about your excavation archive (if excavation is being carried out) at the planning stage of the project. The archive consists not just of the artefacts

and ecofacts from the excavation, but the documentation, whether in hard copy or digital form. Your local or regional museum will be the first place to discuss the deposition of artefacts and ecofacts with, unless you are in Scotland where you should contact the National Museums of Scotland Treasure Trove Unit. There will be specific packaging and documentation requirements for your archive which the museum can inform you of. Consideration of these requirements should be made in your project design and budget. Any archive should be equipped with a site summary or data structure report (the latter is a requirement if in Scotland) so that future researchers can find their way around the archive easily.

12. All archaeological projects should be published and disseminated. At the very least, a description of the project and its conclusions should be submitted to your local Historic Environment Record (HER – formerly called the Sites and Monuments Record, and the relevant National Monuments Record or equivalent. This description should take the form of a report which contains enough information for your conclusions to be scrutinised. The best way to submit this report if your site is in England, Scotland or Wales is online, via the [OASIS system](<http://www.oasis.ac.uk>). In Scotland, a site summary should be prepared for *Discovery and Excavation in Scotland* (DES), published by Archaeology Scotland. If you have submitted your report through OASIS, DES will be notified automatically. By using the OASIS system you will also be given the opportunity to have your report included in the ADS 'grey literature library' of unpublished fieldwork reports, which will be available online. In Northern Ireland reports should be submitted to the Northern Ireland Environment Agency: Built Heritage Directorate. For the Bailiwick of Guernsey, including Alderney and Sark, reports should be submitted to the HER at Guernsey Museum.

13. For a site evaluation, a report should be produced. See *Project Design and Project Report Checklists and definitions* <http://isgap.org.uk/docs/18> for a checklist of what should be included in a site evaluation report



14. Beyond the technical report and site summary, consider publishing your project through a wide range of outlets so that it reaches a diverse audience. For example, journal articles, pamphlets, books and websites are all good formats, and interpretation panels, radio and television programmes, videos and popular publications can also be worthwhile. As mentioned above, OASIS is another useful outlet for dissemination. It is easy to underestimate how useful others will find your project results, so don't hold back from disseminating your work as widely as possible.

15. If you are engaged in evaluation of maritime archaeology and a significant discovery is made, you may need to keep this confidential until advice from the appropriate national curator (e.g. Historic England or Historic Environment Scotland) has been sought.

16. Arrange a mentoring system for the project if you can. This may be done through your own group (by assigning an experienced group member to monitoring duties), or may involve an archaeologist from your local authority, archaeological trust, university, or a national conservation agency acting as a mentor to your project.

17. You could also consider publicising your work through public events, such as organising an event for the

Festival of British Archaeology(<http://www.archaeologyfestival.org.uk>) or *Scottish Archaeology Month*(<https://archaeologyscotland.org.uk/projects/scottish-archaeology-month/>).

Other options include:

* *Heritage Open Days*(<http://www.heritageopendays.org.uk>) in England

* *Doors Open Days*(<http://www.doorsopendays.org.uk>) in Scotland

* *Open Doors Days*(<https://wales.com/open-doors>) in Wales

* *European Heritage Open Days*(<https://www.communities-ni.gov.uk/articles/european-heritage-open-days>) in Northern Ireland.

Suggested further reading

CIfA Standards and Guidance

CIfA Standards and Guidance for archaeological field evaluation

(<https://www.archaeologists.net/sites/default/files/CIfAS&GFieldevaluatio...>) (pdf file)

CIfA Regulations, Standards and Guidance(<https://www.archaeologists.net/codes/cifa>)

CBA Practical Handbooks

* Currie, C. (2005) *Garden Archaeology: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 17

* Rippon, S. (2004) *Historic Landscape Analysis: Deciphering the countryside*. York, Council for British Archaeology, Practical Handbook Series no. 16

* Roberts, C. (2018) 2nd ed *Human Remains in Archaeology: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 19

* Steiner, M. (2006) *Approaches to Archaeological Illustration: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 18

* Dellino-Musgrave, V. (2013) *Marine Archaeology: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 20

* Palmer, M., Nevell, M. and Sissons, M. (eds) (2012) *Handbook on Industrial Archaeology*. York, Council for British Archaeology, Practical Handbook Series no. 21

All CBA Practical Handbooks are available online

at: <http://www.britarch.ac.uk/books/handbooks> or at CBA bookstalls at events across the country (see <http://www.britarch.ac.uk/books/events>)

Other References

- * Bowens, A. (ed) (2008) *Underwater Archaeology: the NAS Guide to Principles and Practice*. Nautical Archaeology Society/Blackwell.
- * Brown, D. (2007) *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation*. Institute for Archaeologists on behalf of the Archaeological Archives Forum.
(https://www.archaeologists.net/sites/default/files/ifa_practice_archives...)
- * Buckley, L., Murphy, E., and O'Donnabhain B. (2004) *Treatment of human remains: a technical paper for archaeologists*. 2nd ed. Institute of Archaeologists of Ireland.
(<http://www.iai.ie/wp-content/uploads/2016/03/The-Treatment-of-Human-Rema...>)
- * Historic England Human Remains Advice <https://historicengland.org.uk/advice/technical-advice/archaeological-sc...>
- * Historic England (2016) *Understanding Historic Buildings: A guide to good practice*. Swindon, English Heritage Publishing. (<https://historicengland.org.uk/images-books/publications/understanding-h...>)
- * Historic England (2017) *Understanding the Archaeology of Landscapes: A guide to good practice*. Swindon, English Heritage Publishing. (<https://historicengland.org.uk/images-books/publications/understanding-a...>)
- * Historic Scotland, (1996) *Archaeology Procedure Paper 2. Project design, implementation and archiving*. Edinburgh.
- * Historic Scotland (2006) *The treatment of human remains in archaeology*. HS Operational Policy paper 5, Edinburgh.
- * Institute of Archaeologists of Ireland (2006) *Code of conduct for the treatment of human remains in the context of an archaeological excavation (Section 6)*. Dublin: IA. (<http://www.iai.ie/wp-content/uploads/2016/03/IAI-Code-of-Conduct-for-the...>)
- * Historic England and The Church of England (2017) 2nd ed *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England*
(http://www.archaeologyuk.org/apabe/pdf/APABE_ToHREfCBG_FINAL_WEB.pdf)
- * Ministry of Justice (undated) *Exhuming Human Remains application for licence* (<https://assets.publishing.service.gov.uk/government/uploads/system/uploa...>)
- * O'Sullivan, J., and Killgore, J. (2003) *Human remains in Irish archaeology*. Dublin, The Heritage Council https://www.heritagecouncil.ie/content/files/human_remains_in_irish_arch...

Other Guidance Sources

- * Historic England also provide a database of guidelines and standards for different elements of archaeological practice. Most can be downloaded as free .pdf

documents. <https://historicensland.org.uk/images-books/publications/>

* For more detailed advice on digital archiving, see the advice pages offered by the Archaeology Data Service: <http://guides.archaeologydataservice.ac.uk/>.

* For information on human remains issues, including ways of contacting specialists, visit *British Association for Biological Anthropology and Osteoarchaeology* (BABA0)](<http://www.babao.org.uk>).

* *Scotland's Rural Past*(www.scotlandsruralpast.org.uk) was a five-year HLF-funded project working across Scotland which provides local communities with an opportunity to get involved with surveying and recording settlement sites in their local areas. SRP have provided a *set of guidance for their groups*(http://www.scotlandsruralpast.org.uk/index.php?option=com_content&view=a..), much of which deals with different archaeological methods.

6. Excavation

Excavation is controlled and intrusive fieldwork, working to defined research objectives. It examines, records and interprets archaeological deposits, features and structures. It may involve the removal of artefacts, ecofacts and other remains and may take place on land, in an inter-tidal zone or underwater. The aim of excavation is to examine the archaeological resource within a given area or site within a framework of defined research objectives, to seek a better understanding of and compile a lasting record of that resource, to analyse and interpret the results, and disseminate them.

Checklist

- * Only carry out excavation if it is crucial to the aims of your project.
- * Any excavation techniques used should minimise destruction of the archaeological resource.
- * Prepare a project design ahead of starting archaeological work.
- * Show your project design to, and consult with your local authority archaeologist.
- * Obtain all relevant permissions and, where appropriate, licences before doing any fieldwork.
- * Clarify ownership of any objects before excavation begins, and familiarise yourself with the Treasure legislation for the country or province in which you are working.
- * Make sure you know what to do in the event of encountering human remains.
- * Make sure all equipment and methods are Health and Safety Executive compliant and use risk assessments for any planned activities.
- * Keep thorough records during the excavation using appropriate pro forma.
- * Follow appropriate guidance for creation and deposition of digital records
- * Carefully assess what post-excavation work is required before going ahead with this, and be prepared to alter your research design by assessing your results as you go along.
- * Consider from the outset how your project results, documentation and objects will be archived.
- * Deposit both the archive and report with the appropriate local and national bodies.
- * Think about how you can publicise and disseminate your results most effectively, including possibly through the Festival of British Archaeology and/or Scottish Archaeology Month.

However;

- * Consider any confidentiality issues and seek specialist advice if needed.
- * Arrange a mentoring procedure within your group or involving another organisation if this is possible.

1. While excavation can be enormously valuable as a research tool it is also by its very nature destructive, and should only be undertaken where it can be demonstrated that information about the human past cannot be acquired by any other means. It should be conducted with a clear set of aims in mind, and should not be used solely as a means of recovering artefacts. The techniques used in the excavation, whether hand-excavated open areas or trenches, machine stripping, or augering or probing, should be appropriate to the overall aims of your project as set out in the project design (see below). It may be more appropriate to follow the principles of preservation in situ, so obtain specialist advice



beforehand.

2. Excavation techniques will vary according to the nature of the archaeological deposits encountered, and you should always ensure that the minimum damage or destruction is caused to the archaeological resource.

3. No matter what the circumstances or intention of the excavation, it is important that a set of aims, approaches and intended outcomes are defined at the outset within a specification or project design. This design should be prepared with the help of qualified and experienced archaeologists if at all possible. See *Project Design and Project Report Checklists and definitions* (<http://isgap.org.uk/docs/18>) for a checklist of what should be included in an excavation project design.

4. As with any form of archaeological research, you should contact your local authority archaeologist or equivalent*** to inform them of your planned research. As well as keeping them informed of your project, hence contributing to the archaeological record for the local area, this will also help your project as the local authority archaeologist or equivalent will be able to provide feedback about your project design and planned work. If your work is to do with maritime archaeology, it will be appropriate to contact the relevant national curator, for

example Historic England, Cadw or Historic Environment Scotland. Make sure too that all the members of your team that will be involved with the project are also aware of the overall project design or specification, and of their roles on the project.

(*** County or local authority Archaeologist in England; Trust Archaeologist in Wales; local authority archaeological advisor in Scotland; Northern Ireland Environment Agency: Department for Communities in Northern Ireland, the Archaeological Officer, Guernsey Museum, for Bailiwick of Guernsey, Jersey Heritage for Jersey or Manx National Heritage on the Isle of Man.)

5. Permission for any archaeological excavation must be obtained from the landowner, who must be in agreement with the overall aims of the project as well as the logistics, methodology and timing of the work. The local authority archaeologist and, where appropriate, the national agency curator, should be kept informed throughout. In Northern Ireland, archaeological excavation may only be conducted with a licence obtained from the Northern Ireland Environment Agency. In other countries, no specific licence is required unless the excavation is to be carried out on a Scheduled Ancient Monument, Listed Building, Registered/Inventory Battlefield, or a Registered/Inventory Park or Garden. In these situations, consent must be obtained from the national heritage agency***.

(*** In the cases of Inventory Battlefields, Inventory Parks and Gardens, and designed landscapes, such consent is not obligatory in Scotland.)

6. It is important to bear in mind that in England, Northern Ireland and Wales ownership of any objects found (for example through excavation or fieldwalking) normally rests with the landowner (unless the object is deemed to be Treasure under the Treasure Act 1996), whereas in Scotland any archaeological finds count as treasure trove must be reported to the Crown. In the UK Crown Dependencies there are other regulations, including Treasure Trove law on the Isle of Man. You should obtain the written consent of the landowner for the donation of any archaeological finds if at all possible. At the very least, there should be an agreement with the landowner about what will happen to the finds including clarifying where ownership lies, put in place prior to the survey or excavation.

7. In the event that human remains are encountered, you should contact the police in the first instance. An exhumation licence

(<https://www.gov.uk/government/publications/apply-to-exhume-human-remains>)

should be applied for in most instances (but not in Scotland) before excavation of the human remains can proceed. You should also seek the assistance of an archaeological human remains specialist if possible. For further information, including an email for seeking assistance, please visit the *British Association for Biological Anthropology and Osteoarchaeology (BABA0)* (<http://www.babao.org.uk>).

8. All equipment used should be fit for purpose, complying with Health and Safety Executive regulations. In addition, health and safety considerations must always take precedence over archaeological ones. Model risk assessments to help you decide on appropriate actions to increase on-site safety can be found in the *ClfA risk assessment documents*

(https://www.archaeologists.net/sites/default/files/ClfA_risk_assessment_...)

(<https://www.archaeologists.net/sites/default/files/Risk%20assessments%20...>)

9. It is crucial that excavation leads to at least one published account, and an ordered, accessible archive that others can make use of in the future. Full and proper records

(written, graphic, electronic, digital and photographic as appropriate) should be made for all work, using durable pro forma record forms and sheets as applicable. Written registers of all site plans, drawings, photographs, special finds and samples should be kept. The area(s) being excavated should be related to the National Grid and the Ordnance Survey datum so that others can locate them accurately in the future. Careful recording of the archaeological deposits is important, but this should be accompanied by attempts to *_interpret_* what is found also, both during the work itself and in the report writing phase. For more information about this, see *Deposition & archiving (including data standards advice)* (<http://isgap.org.uk/docs/3>).



10. For digital records, check that you are using the appropriate techniques, file types and formats by consulting the ADS general *Guide to Good Practice series* (<http://guides.archaeologydataservice.ac.uk/g2gpwiki/>). All records, whether digital, paper or photographic, should be stored in a secure and appropriate environment, and be regularly copied or backed up.

11. You should try to evaluate the results as you go along during the excavation. This will help you decide the scope for further analysis and publication. New research questions may be asked of the project on the basis of the evidence found during excavation, and it may be necessary to complete a revised project design as a result. The analysis of artefacts, samples and stratigraphic records should be carefully documented, and any data which is generated should be included in the project archive. A list of the sections to include in a post-excavation assessment is included in *Project Design and Project Report Checklists and definitions* (<http://isgap.org.uk/docs/18>). For human bones from archaeological sites, guidelines are available for producing assessment documents and analytical reports from BABAO and Historic England.

12. It is important to start thinking about your excavation archive at the planning stage of the project. The archive consists not just of the artefacts and ecofacts from the excavation, but the documentation, whether in hard copy or digital form. Your local or regional museum will be the first place to discuss the deposition of artefacts and ecofacts with, unless you are in Scotland where you should contact the National Museum of Scotland Treasure Trove Unit. There will be specific packaging and documentation requirements for your archive which the museum can inform you of. Consideration of these requirements should be made in your project design and budget. Any archive should be equipped with a site summary or data

structure report (the latter is a requirement if in Scotland) so that future researchers can find their way around the archive easily.

13. All archaeological projects should be published and disseminated. At the very least, a description of the project and its conclusions should be submitted to your local Historic Environment Record (HER – formerly called the Sites and Monuments Record, and the relevant National Monuments Record or equivalent. This description should take the form of a report which contains enough information for your conclusions to be scrutinised. The best way to submit this report if your site is in England, Scotland or Wales is online, via the OASIS system(<http://www.oasis.ac.uk>). In Scotland, a site summary should be prepared for *Discovery and Excavation in Scotland* (DES), published by Archaeology Scotland. If you have submitted your report through OASIS, DES will be notified automatically. By using the OASIS system you will also be given the opportunity to have your report included in the ADS 'grey literature library' of unpublished fieldwork reports, which will be available online. In Northern Ireland reports should be submitted to the Northern Ireland Environment Agency: Built Heritage Directorate. For the Bailiwick of Guernsey, including Alderney and Sark, reports should be submitted to the HER at Guernsey Museum.

14. If you are engaged in evaluation of marine archaeology and a significant discovery is made, you may need to keep this confidential until advice from the appropriate national curator (e.g. Historic England or Historic Environment Scotland) has been sought.

15. Beyond the technical report and site summary, consider publishing your project through a wide range of outlets so that it reaches a diverse audience. For example, journal articles, pamphlets, books and websites are all good formats, and interpretation panels, radio and television programmes, videos and popular publications can also be worthwhile. It is easy to underestimate how useful others will find your project results, so don't hold back from disseminating your work as widely as possible. You could also consider publicising your work through public events, such as organising an event for the *Festival of British Archaeology*(<http://www.archaeologyfestival.org.uk>) or *Scottish Archaeology Month* (<https://archaeologyscotland.org.uk/projects/scottish-archaeology-month/>).

Other options include:

- * Heritage Open Days](<http://www.heritageopendays.org.uk>) in England
- * Doors Open Days(<http://www.doorsopendays.org.uk>) in Scotland
- * Open Doors Days(<https://wales.com/open-doors>) in Wales
- * European Heritage Open Days(<https://discovernorthernireland.com/events/European-Heritage-Open-Days/>) in Northern Ireland.

16. Arrange a mentoring system for the project if you can. This may be done through your own group (by assigning an experienced group member to monitoring duties), or may involve an archaeologist from your local authority, archaeological trust, university, or a national conservation agency acting as a mentor to your project.

Suggested further reading

ClfA Standards and Guidance

- * *ClfA Standards and Guidance for archaeological excavation* (https://www.archaeologists.net/sites/default/files/ClfAS&GExcavation_1.pdf) (pdf file)
- * *ClfA Standards and Guidance* (<https://www.archaeologists.net/codes/cifa>)

CBA Practical Handbooks

- * Currie, C. (2005) *Garden Archaeology: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 17
- * Roberts, C. (2018) 2nd ed. *Human Remains in Archaeology: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 19
- * Steiner, M. (2006) *Approaches to Archaeological Illustration: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 18
- * Dellino-Musgrave, V. (2012) *Marine Archaeology: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 20
- * Palmer, M., Nevell, M. and Sissons, M. (eds) (2012) *Industrial Archaeology a Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 21

All CBA Practical Handbooks are available online at: <https://shop.britarch.ac.uk/product-category/cba-publications/practical-...> or at CBA bookstalls at events across the country

Other References

- * Bowens, A. (ed) (2008) *Underwater Archaeology: the NAS Guide to Principles and Practice*. Nautical Archaeology Society/Blackwell.
- * Brown, D. (2007) *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation* (https://www.archaeologists.net/sites/default/files/ifa_practice_archives...)
- * Buckley, L., Murphy, E., and O'Donnabhain B. (2004) *Treatment of human remains: a technical paper for archaeologists*. 2nd ed. Institute of Archaeologists of Ireland. (<http://www.iai.ie/wp-content/uploads/2016/03/The-Treatment-of-Human-Rema...>)
- * Church of England and English Heritage (2005) *Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England*. (http://www.archaeologyuk.org/apabe/pdf/APABE_ToHREfCBG_FINAL_WEB.pdf)
- * Historic England (2015) *Management of Research Projects in the Historic Environment the MoRPHE Project Managers Guide*. [<https://historicengland.org.uk/images-books/publications/morphe-project-...>]
- * Historic England (2009) *Greater London Archaeology Advisory Service: Standards for Archaeological Work*. (<https://historicengland.org.uk/services-skills/our-planning-services/gre...>)
- * Historic Environment Scotland webpage with contacts for advice (<https://www.historicenvironment.scot/>)

* Historic Environment Scotland (2016) *The treatment of human remains in archaeology*. (<https://pub-prod-sdk.azurewebsites.net/api/file/c35ffc37-ccba-4eed-8343-...>)

* Institute of Archaeologists of Ireland (2006) *Code of conduct for the treatment of human remains in the context of an archaeological excavation*. Dublin: IA. (http://www.concernedhistorians.org/content_files/file/et/98.pdf)

* * Ministry of Justice *apply to exhume human remains* (<https://www.gov.uk/government/publications/apply-to-exhume-human-remains>)

* O'Sullivan, J., and Killgore, J. (2003) *Human remains in Irish archaeology*. Dublin, The Heritage Council (https://www.heritagecouncil.ie/content/files/human_remains_in_irish_arch...)

Other Guidance Sources

* Historic England also provide a database of guidelines and standards for different elements of archaeological practice. Most can be downloaded as free pdf documents. (<https://historicengland.org.uk/images-books/publications/>)

* For more detailed advice on digital archiving, see the advice pages offered by the Archaeology Data Service: (<http://guides.archaeologydataservice.ac.uk/q2gpwiki/>).

* For information on human remains issues, including ways of contacting specialists, visit [British Association for Biological Anthropology and Osteoarchaeology (BABAO)](<http://www.babao.org.uk>).

* *Scotland's Rural Past*(www.scotlandsruralpast.org.uk) was a five-year HLF-funded project working across Scotland which provides local communities with an opportunity to get involved with surveying and recording settlement sites in their local areas. SRP have provided a *set of guidance for their groups*(http://www.scotlandsruralpast.org.uk/index.php?option=com_content&view=a..), much of which deals with different archaeological methods.

7. Watching briefs



It is more likely for a paid archaeological organisation, such as an archaeological contractor or consultant, to carry out a watching brief, than for a voluntary group to be involved. However, some groups do, from time to time, receive requests to carry out watching briefs, for example where a contractor is unavailable, and it is useful to know what procedures are recommended.

An archaeological watching brief records the archaeological resource during development work. It is a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons, in other words, an opportunity to monitor from an archaeological perspective, during site works. This will be within a specified area, building or site, where there is a possibility that archaeological deposits may be disturbed or destroyed by the site works taking place. A watching brief will result in the preparation of a report and an ordered archive. It is different to 'chance' observations, which should lead to an appropriate archaeological project being designed and implemented if needed. It is also different to the monitoring of sites, buildings or areas for preservation of remains in situ.

Checklist

- * Watching briefs may occur as stand-alone projects, but more often than not are a means of informing subsequent archaeological investigation.
- * Prepare a project design ahead of starting your watching brief.
- * Show your project design to, and consult with your local authority archaeologist.
- * Make sure that whoever is carrying out the watching brief has conferred with other contractors on site beforehand and is aware of and compliant with overarching safety procedures, rules and requirements. Use risk assessments for any planned activities.
- * Be aware of Treasure or Treasure Trove legislation for where you are working.
- * Make sure that you are aware of what to do in the event of encountering human remains
- * Plan your archive deposition strategy from the outset of the project, including noting any costs this may incur.
- * If you decide to suspend development work until more detailed archaeological work has been carried out, be sure that this decision is justifiable from an archaeological perspective.
- * Be prepared to modify your project design and to develop project designs or recommendations for further archaeological investigation or research, if this is needed.
- * Publication and dissemination of your work is very important, and be sure to share your

project report with the local authority archaeologist or equivalent at the very least.

* Consider whether organising an event for the Festival of British Archaeology and/or Scottish Archaeology Month to publicise your work would be possible.

* Arrange a mentoring procedure within your group or involving another organisation if this is possible.

1. Since preservation of archaeological remains is a material consideration in the planning process for anywhere in the UK or UK Crown Dependencies, it is reasonable for local authorities and others to request that a watching brief be included as part of a development activity. However, carrying out a watching brief does not necessarily replace the need for excavation or other investigative archaeological work, but should rather guide any decisions as to whether further work is needed in light of what has been discovered about the site through the watching brief.

2. As with most archaeological work, a watching brief should only be carried out if a project design or specification has been written beforehand and agreed by all those involved (including the developer and the local authority). In Scotland this will take the form of a project outline. See *Project Design and Project Report Checklists and definitions* (<http://isgap.org.uk/docs/18>) for a checklist of what should be included in watching brief project design.

3. Be sure to keep your local authority archaeologist (or equivalent) informed if you wish to carry out a watching brief or have been approached to do so. As well as making them aware of your project, hence contributing to the archaeological record for the local area, this will also help your project as the local authority archaeologist or equivalent will be able to provide feedback about your project design and planned work. In Northern Ireland contact the Northern Ireland Environment Agency: Built Heritage Directorate.

4. All equipment used should be fit for purpose, complying with Health and Safety Executive regulations. In the case of watching briefs, where other work (such as landscaping) will be taking place at the same time, it is vital to make sure that you are aware of, and complying with, the Health and Safety requirements, rules and procedures that are in operation across the whole site, and that you have discussed these issues clearly with the developer beforehand. In addition, health and safety considerations must always take precedence over archaeological ones. Model risk assessments to help you decide on appropriate actions to increase on-site safety can be found on the ClfA website (<https://www.archaeologists.net/sites/default/files/Risk%20assessments%20...>)

5. It is important to bear in mind that in England, Northern Ireland and Wales ownership of any objects found (for example through excavation or fieldwalking) normally rests with the landowner (unless the object is deemed to be Treasure under the Treasure Act 1996), whereas in Scotland any archaeological finds count as treasure trove must be reported to the Crown. In the UK Crown Dependencies there are other regulations, including Treasure Trove law on the Isle of Man. You should obtain the written consent of the landowner for the donation of any archaeological finds if at all possible. At the very least, there should be an agreement with the landowner about what will happen to the finds including clarifying where ownership lies, put in place prior to the survey or excavation.

6. In the event that human remains are encountered, you should contact the police in the first instance. An exhumation licence should be applied for in most instances (<https://www.gov.uk/government/publications/apply-to-exhume-human-remains>) (but not in Scotland) before excavation of the human remains can proceed. You should also seek the assistance of an archaeological human remains specialist if possible. For further information, including an email for seeking assistance, please visit the *British Association for Biological Anthropology and Osteoarchaeology (BABAO)* (<http://www.babao.org.uk>).

7. It is important to start thinking about your archive at the planning stage of the project. The archive consists not just of any artefacts and ecofacts recovered, but also the documentation, whether in hard copy or digital form. Your local or regional museum will be the first place to discuss the deposition of artefacts and ecofacts with, unless you are in Scotland where you should contact the National Museum of Scotland Treasure Trove Unit. There will be specific packaging and documentation requirements for your archive which the museum can inform you of. Consideration of these requirements should be made in your project design and budget. Any archive should be accompanied by a site summary or data structure report (the latter is a requirement if in Scotland) so that future researchers can find their way around the archive easily.



8. In some cases, the archaeologist carrying out the watching brief will have been granted the right to suspend development work in the event of a significant discovery that warrants further archaeological investigation. Where this is the case, it is the responsibility of the archaeologist to follow the procedures previously agreed with the other contractors on site. Care should be taken not to cause unreasonable disruption to the work of the other contractors on site, so while work is suspended at the archaeologist's discretion, be sure that there is reasonable archaeological evidence to justify any delays to the development work on site.

9. Watching briefs sometimes lead to further archaeological investigation in light of observations made. Be prepared to modify your project design accordingly, and also to make recommendations or develop a project design for further work if this is needed. This may be further appropriate archaeological fieldwork, such as recording of architectural features uncovered, or excavation, or may even be the recommendation for preservation *in situ* where this is possible and appropriate.

10. All archaeological projects, regardless of how extensive, should be published and disseminated. At the very least, a description of the project and its conclusions should be submitted to your local Historic Environment Record (HER – formerly called the Sites and Monuments Record, and the relevant National Monuments Record or equivalent. This description should take the form of a report which contains enough information for your conclusions to be scrutinised. The best way to submit this report if your site is in England, Scotland or Wales is online, via the OASIS system(<http://www.oasis.ac.uk>). In Scotland, a site summary should be prepared for *Discovery and Excavation in Scotland* (DES), published by Archaeology Scotland. If you have submitted your report through OASIS, DES will be notified automatically. By using the OASIS system you will also be given the opportunity to have your report included in the ADS ‘grey literature library’ of unpublished fieldwork reports, which will be available online. In Northern Ireland reports should be submitted to the Northern Ireland Environment Agency: Built Heritage Directorate. For the Bailiwick of Guernsey, including Alderney and Sark, reports should be submitted to the HER at Guernsey Museum. See the checklist in *Project Design and Project Report Checklists and definitions* (<http://isgap.org.uk/docs/18>) for all the sections that should be included in a project report of a watching brief.

11. Arrange a mentoring system for the project if you can. This may be done through your own group (by assigning an experienced group member to monitoring duties), or may involve an archaeologist from your local authority, archaeological trust, university, or a national conservation agency acting as a mentor to your project.

12. You could also consider publicising your work through public events, such as organising an event for the *Festival of British Archaeology* (<http://www.archaeologyfestival.org.uk>) or *Scottish Archaeology Month* (<https://archaeologyscotland.org.uk/projects/scottish-archaeology-month/>).

Other options include:

- * Heritage Open Days(<http://www.heritageopendays.org.uk>) in England
- * Doors Open Days(<http://www.doorsopendays.org.uk>) in Scotland
- * Open Doors Days(<https://wales.com/open-doors>) in Wales
- * European Heritage Open Days(<https://discovernorthernireland.com/events/European-Heritage-Open-Days/>) in Northern Ireland.

Suggested further reading:

ClfA Standards and Guidance

ClfA Standards and Guidance for an archaeological watching brief
(https://www.archaeologists.net/sites/default/files/ClfAS&GWatchingbrief_...)
ClfA Standards and Guidance(<https://www.archaeologists.net/codes/cifa>)

CBA Practical Handbooks

* Currie, C. (2005) *Garden Archaeology: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 17

- * Rippon, S. (2004) *Historic Landscape Analysis: Deciphering the countryside*. York, Council for British Archaeology, Practical Handbook Series no. 16
- * Roberts, C. (2018) 2nd ed. *Human Remains in Archaeology: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 19
- * Steiner, M. (2006) *Approaches to Archaeological Illustration: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 18

All CBA Practical Handbooks are available online at: <https://shop.britarch.ac.uk/product-category/cba-publications/practical-...> or at CBA bookstalls at events across the country

Other References

- * Brown, D. (2007) *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation* (https://www.archaeologists.net/sites/default/files/ifa_practice_archives...)

Other Guidance Sources

- * Historic England (2009) *Greater London Archaeology Advisory Service: Standards for Archaeological Work*. (<https://historicengland.org.uk/services-skills/our-planning-services/gre...>)
- * Historic England also provide a database of guidelines and standards for different elements of archaeological practice. Most can be downloaded as free pdf documents. (<https://historicengland.org.uk/images-books/publications/>)
- * For more detailed advice on digital archiving, see the advice pages offered by the Archaeology Data Service: (<http://guides.archaeologydataservice.ac.uk/g2gpwiki/>).
- * For more detailed advice on digital archiving, see the advice pages offered by the Archaeology Data Service: <http://ads.ahds.ac.uk/project/goodguides/g2gp.html> and <http://guides.archaeologydataservice.ac.uk/>.
- * For information on human remains issues, including ways of contacting specialists, visit [British Association for Biological Anthropology and Osteoarchaeology (BABAO)](<http://www.babao.org.uk>).
- * *Scotland's Rural Past*(www.scotlandsruralpast.org.uk) was a five-year HLF-funded project working across Scotland which provides local communities with an opportunity to get involved with surveying and recording settlement sites in their local areas. SRP have provided a *set of guidance for their groups*(http://www.scotlandsruralpast.org.uk/index.php?option=com_content&view=article), much of which deals with different archaeological methods.

8. Building recording

Building investigation, recording and analysis form a programme of work intended to establish archaeological significance, including the character, history, dating, form and archaeological development of a particular building, structure, or complex, and its setting. This can include buried components, on land, inter-tidal zone or underwater. Building investigation and recording should draw on existing records (both archaeological and historical) and on results from fieldwork that has already been carried out. The programme should result in the production of drawings, an ordered accessible archive and a report. It

usually involves the recording of particular features, but may also incorporate elements of invasive, scientific work, such as dendrochronology where appropriate and permitted.

Building investigation and recording is carried out in order to inform:



- * planning for the conservation, alteration, demolition, repair or management of a building, or structure, or complex and its setting,

or:

- * seeking a better understanding, compiling a lasting record, analysing the findings/record, and then disseminating the results.

Building investigation and recording may arise due to a number of circumstances, including arising:

- * prior to, during and on completion of works of repair, alteration, management or demolition
- * as part of the planning process (within the framework of appropriate national guidance and policy)
- * under ecclesiastical legislative provisions
- * as the basis for, or in conjunction with, proposals or specifications for work to a building, structure, or complex and its setting, for example by an architect, chartered surveyor or engineer
- * as part of a process of controlled demolition or re-erection
- * alongside a programme of archaeological assessment, site or field evaluation or excavation
- * as part of the interpretation and presentation of a site to the public
- * within a programme of research
- * as part of a disaster mitigation plan by way of insurance against loss or damage

One very important point to remember with dissemination of information about buildings investigation, recording and analysis, is whether wide publicity could create a security issue, especially if the research has centred around a private residence or derelict building! Architectural theft is a major problem, so please be aware of whether sensitivity and discretion are needed in the case of your particular project.

Furthermore, if you are engaged in evaluation of maritime archaeology and a significant discovery is made, you may need to keep this confidential until advice from the appropriate national curator (e.g. Historic England or Historic Scotland) has been sought.

Checklist

- * Remember to consider the buried remains associated with a site, as well as the standing structures and features.
- * Develop a project design to plan and guide your research and investigation.
- * Keep your local authority archaeologist (or equivalent) aware of your work from early on in the project.
- * Be aware of any legal requirements or constraints, including permission to access certain areas and even Treasure/Treasure Trove.
- * Be aware of Health and Safety considerations at all times.
- * You should not need to retrieve material or artefacts in most instances of building recording, but if you do, make sure that you follow best practice guidance for retrieving, conserving and storing this material.
- * Publication and dissemination of your work is very important, and be sure to share your project report with the local authority archaeologist or equivalent at the very least.

However;

- * Be sensitive of any security issues that may arise from too wide a programme of publicity in some cases. Seek specialist advice if you are unsure what to do.
- * Think about how you can publicise and disseminate your results most effectively, including possibly through the Festival of British Archaeology and/or Scottish Archaeology Month.
- * Arrange a mentoring procedure within your group or involving another organisation if this is possible.

1. Building investigation and recording may take place alongside other types of archaeological investigation, or as a stand-alone project. Either way, it is important to remember to consider standing remains (predominantly buildings) as part of any archaeological investigation, but also to consider any buried remains as part of the research being carried out. Hence building investigation is an integral part of the archaeological process.

2. As with all archaeological investigation, you should only carry out building investigation and recording after you have developed a project design or specification. If at all possible, seek the assistance of a professional, experienced archaeologist with this. If your work is to do with maritime archaeology, it will be appropriate to contact the relevant national curator, for example English Heritage, Cadw or Historic Scotland. See *Project Design and Project Report Checklists and definitions* (<http://isgap.org.uk/docs/18>) for a checklist of what should be included in a buildings investigation project design.

3. Be sure to show your project design to your local authority archaeologist, buildings conservation officer, or equivalent. As well as making them aware of your project, hence contributing to the archaeological record for the local area, this will also help your project as the local authority archaeologist or equivalent will be able to provide feedback about your project design and planned work.



4. Consider any legal requirements, such as Scheduled Monument Consent or Listed Building Consent, as part of your project design and be sure to apply for any other permissions (such as access) that you may need. You may also need to be aware of arrangements for Treasure or Treasure Trove, in the event of finding material that qualifies under one of these categories.

5. Make sure that Health and Safety has been considered in your planned activities. This is particularly relevant in relation to an old or potentially unstable building. If conditions dictate, it may be necessary to abandon your project in the interests of safety. Make sure that appropriate equipment, and protective clothing, is used. Model risk assessments to help you decide on appropriate actions to increase on-site safety can be found in the *ClfA risk assessment documents* (https://www.archaeologists.net/sites/default/files/ClfA_risk_assessment_...) (<https://www.archaeologists.net/sites/default/files/Risk%20assessments%20...>).

6. In most instances, building investigation and recording should not include the need to remove materials or artefacts. However, if this is required, for example if connected to a controlled demolition process, good practice should be followed relating to artefact collection, conservation, curation and storage as laid out in the *Excavation section* <http://isgap.org.uk/docs/6> Module 6 of this document and in the *ClfA Standards and guidance for archaeological excavations* (see suggested further reading below).

7. All archaeological projects should be published and disseminated. At the very least, a description of the project and its conclusions should be submitted to your local Historic Environment Record (HER – formerly called the Sites and Monuments Record, and the relevant National Monuments Record or equivalent). This description should take the form of a report which contains enough information for your conclusions to be scrutinised. The best way to submit this report if your site is in England, Scotland or Wales is online, via the *OASIS system* (<https://oasis.ac.uk/pages/wiki/Main>). In Scotland, a site summary should be prepared for *Discovery and Excavation in Scotland* (DES), published by Archaeology Scotland. If you have submitted your report through OASIS, DES will be notified automatically. By using the OASIS system you will also be given the opportunity to have your report included in the ADS ‘grey literature library’ of unpublished fieldwork reports, which will be available online. In Northern Ireland, a report should be sent to the Northern Ireland Environment Agency: Built Heritage Directorate. For the Bailiwick of Guernsey,

including Alderney and Sark, reports should be submitted to the HER at Guernsey Museum. In Scotland it is necessary to produce a data structure report. Recommended minimum sections for a report of a building investigation and recording project, as well as the contents of a data structure report, are listed in i>Project Design and Project Report Checklists and definitions (<http://isgap.org.uk/docs/18>) of this document.



8. You could also consider publicising your work through public events, such as organising an event for the *Festival of British Archaeology* (<http://www.archaeologyfestival.org.uk>) or *Scottish Archaeology Month* (<https://archaeologyscotland.org.uk/projects/scottish-archaeology-month/>).

Other options include:

- * Heritage Open Days (<http://www.heritageopendays.org.uk>) in England
- * Doors Open Days (<http://www.doorsopendays.org.uk>) in Scotland
- * Open Doors Days (<https://wales.com/open-doors>) in Wales
- * European Heritage Open Days (<https://discovernorthernireland.com/events/European-Heritage-Open-Days/>) in Northern Ireland

9. There may be a requirement to arrange a mentoring procedure for your project. This may be done through your own group (by assigning an experienced group member to monitoring duties), or may involve an archaeologist from your local authority, archaeological trust, university, or a national conservation agency acting as a mentor to your project.

Suggested further reading

ClfA Standards and Guidance

- * *ClfA Standards and Guidance for the archaeological investigation and recording of standing buildings or structures* (https://www.archaeologists.net/sites/default/files/ClfAS&GBuildings_1.pdf)
- * *ClfA Standards and Guidance for archaeological excavation* (https://www.archaeologists.net/sites/default/files/ClfAS&GExcavation_1.pdf) (pdf file)
- * *ClfA Standards and Guidance* (<https://www.archaeologists.net/codes/cifa>)

CBA Practical handbooks

- * Alcock, N., Barley, M., and Dixon, P. (1996) *Recording Timber Framed Buildings: An illustrated glossary*. York, Council for British Archaeology, Practical Handbook Series no. 5
- * Alcock, N., and Hall, L. (1994) *Fixture and fittings in dated houses 1567–1763*. York, Council for British Archaeology, Practical Handbook Series no. 11
- * Cocke, T., Finley, D., Halsey, R., and Williamson, E. (1996) *Recording a Church: An illustrated glossary*. York, Council for British Archaeology, Practical Handbook Series no. 7
- * Currie, C. (2005) *Garden Archaeology: A Handbook* York, Council for British Archaeology, Practical Handbook Series no. 17
- * Lowry, B. (1996) *20th Century Defences in Britain: An introductory guide*. York, Council for British Archaeology, Practical Handbook Series no. 12
- * Mytum, H. (2000) *Recording and Analysing Graveyards*. York, Council for British Archaeology, Practical Handbook Series no. 15
- * Steiner, M. (2006) *Approaches to Archaeological Illustration: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 18
- Dellino-Musgrave, V. (2012) *Marine Archaeology: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 20
- * Palmer, M., Nevell, M. and Sissons, M. (eds) (2012) *Industrial Archaeology a Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 21

All CBA Practical Handbooks are available online at: <https://shop.britarch.ac.uk/product-category/cba-publications/practical-...> or at CBA bookstalls at events across the country

Other References

- * Bowens, A. (ed) (2008) *Underwater Archaeology: the NAS Guide to Principles and Practice*. Nautical Archaeology Society/Blackwell.
- * Brown, D. (2007) *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation* (https://www.archaeologists.net/sites/default/files/ifa_practice_archives...)
- * Historic England (2015) *Management of Research Projects in the Historic Environment (MoRPHE)* (<https://historicengland.org.uk/images-books/publications/morphe-project-...>)
- * Historic England (2016) *Understanding Historic Buildings: A guide to good practice*. Swindon, English Heritage Publishing. (<https://historicengland.org.uk/images-books/publications/understanding-h...>)
- * Historic England (2010) *The Planning System* <https://historicengland.org.uk/advice/planning/planning-system/>
- * Historic Scotland (1996) *Archaeology Procedure Paper 2. Project design, implementation and archiving*. Edinburgh, Historic Scotland.

Other Guidance Sources

- * Historic England also provide a database of guidelines and standards for different elements of archaeological practice. Most can be downloaded as free pdf documents. (<https://historicengland.org.uk/images-books/publications/>)
- * For more detailed advice on digital archiving, see the advice pages offered by the Archaeology Data Service: (<http://guides.archaeologydataservice.ac.uk/g2qpwiki/>).

* For information on human remains issues, including ways of contacting specialists, visit [British Association for Biological Anthropology and Osteoarchaeology (BABAO)](<http://www.babao.org.uk>).

* *Scotland's Rural Past*(www.scotlandsruralpast.org.uk) was a five-year HLF-funded project working across Scotland which provides local communities with an opportunity to get involved with surveying and recording settlement sites in their local areas. SRP have provided a *set of guidance for their groups*([http://www.scotlandsruralpast.org.uk/index.php?option=com_content&view=a..](http://www.scotlandsruralpast.org.uk/index.php?option=com_content&view=article)), much of which deals with different archaeological methods.

9. Finds

Finds work results in an ordered, stable, and accessible archive, as well as one or more reports for dissemination. It includes retrieving, sorting, cleaning, marking, conserving, recording, analysing, interpreting and preparing for permanent storage all materials kept as a result of archaeological fieldwork. This may include the presentation and display of some or all of the finds through exhibition or other interpretation strategies.

'Finds' are all artefacts, building materials, industrial residues, environmental material, biological remains (including human remains) and decay products found and collected during the investigation.

Before embarking on finds recovery of any sort, whether through excavation, nautical recording, field walking or other means, consider carefully whether recovery is an essential part of the research project. It may be more appropriate to follow the principles of preservation in situ, so obtain specialist advice beforehand.

Finds work may be undertaken:

* as part of archaeological site evaluation, excavation, watching briefs, building investigation and recording undertaken by commercial archaeologists as part of the *planning process*(<https://historicengland.org.uk/services-skills/our-planning-services/loc...>)

* by academic researchers and local societies/community archaeology groups interested in specific regions, periods and artefact material types

* through finds made by members of the public – in England and Wales these can be reported to, and recorded by, the *Portable Antiquities Scheme*(<http://www.finds.org.uk>)

* for the purpose of interpretation and presentation to the public (e.g. museum exhibitions)

* as part of ongoing curation and care of artefact collections in long-term storage (e.g. looking at corrosion and decay of archaeological materials)

Finds Checklist

- * Record as much information about the find and its context as possible during any fieldwork.
- * Incorporate consideration of finds work into all stages of an archaeological investigation.
- * Gather information about the site and its vicinity.
- * Consider whether you will need the help of specialists, and make contact with them.
- * Make sure that you have carried out costings for the finds work as well as other elements of the archaeological investigation.

- * Make sure you have appropriate premises and support for your work.
- * Arrange appropriate finds processing areas, equipment and staffing, both for on-site and after the fieldwork stage of the project.
- * Ensure appropriate documentation and packing of finds after the fieldwork phase is complete.
- * Be aware of the procedures for care and storage of human remains, seeking specialist help where possible
- * Make sure that careful analysis of the finds for a wide range of information has taken place, remaining mindful of the research aims of the project.
- * Consider whether the project design needs modifying in light of the finds work, and whether further analysis is needed.
- * Include with the finds archive a documentary archive, and deposit both with the agreed repository (e.g. museum), and investigate transfer of title to the repository where appropriate.
- * If you are investigating marine or nautical artefacts, you will need to take into account the need for specialist treatment and check that a suitable repository can be found.
- * Deposit copies of the fieldwork archive (or the original if in Scotland) with the relevant county *Historic Environment Record* (<http://www.heritagegateway.org.uk/Gateway/CHR/>) (HER). In Northern Ireland also make sure that a copy of the summary report is forwarded to the licensing body.
- * Publication and dissemination of your work is very important, so consider ways in which you can reach different audiences.
- * Consider whether organising an event for the Festival of British Archaeology and/or Scottish Archaeology Month to publicise your work would be possible.

1. All finds can tell us something about the past. However, this is dependent on the way in which they were retrieved from the site, and we need to know details about their context (where the find occurred on the site in relation to other finds, the layer and nature of the soil in which it was found, etc). Make sure that you have followed best practice and recorded all information connected to the finds and their context.

2. Plans to carry out finds work should be incorporated into all stages of the archaeological process, including the project planning, and should not be considered as an 'add-on' or an 'afterthought'. This should include involving people from your team with specialist knowledge or experience of finds work with the development of the project design. A project design^{***} should be developed to cover finds work, whether this is part of a programme of fieldwork, or as a separate project in its own right. It should consider some or all of the activities of recovery, assessment of data, analysis, interpretation, publication, conservation, archiving and storage.

(^{***} A project design will be needed except in cases where finds work is carried out for furtherance of research, and the long-term stability, accessibility and documentation of the archaeological material is not affected by this work. In these cases a project design might not be needed.)

3. Gather information on the site and its vicinity, including:

- * the nature of the site (geology, geography, soil conditions)
- * consultation with the HER, PAS and local museums for finds previously discovered on the site and its vicinity
- * predicted period and type (e.g. urban, rural, village, manor) of site

- * previous intrusive or non-intrusive investigation
- * ownership and requirements for the deposition of archaeological material (including any Treasure Act or Treasure Trove requirements)

4. Consider enlisting the help of external specialists for specific aspects of the finds work. Try to identify, and liaise with, all project specialists before you begin work, and keep them informed of the timetable and project design when these have been decided. Remember that they may not be able to give their time for free, and so this cost may need to be factored into any funding application or other financial sources supporting your work.

5. Carry out costings for the fieldwork and assessment stages of the project. These will be based on the information acquired above and the predicted scale, and agreed sampling policy, of the excavation. Costings will take account of:

- * estimated finds recovery rates and material types
- * feedback of information to fieldwork staff
- * processing time
- * provision for laboratory analysis and treatment of artefacts where needed
- * materials required for packaging and documentation
- * staff time, including any external specialists and related transport costs
- * provision for box storage grant for recipient museum or other approved repository

6. Make sure that you have appropriate premises for your work with the appropriate equipment and support from experienced and qualified archaeologists with a specialism in finds work wherever possible. It is desirable, if possible, that the same people should be involved throughout the whole process.

7. Set-up the on-site finds processing area, ensuring that it:

- * complies with all Health & Safety regulations
- * is secure
- * has adequate light, heat and water
- * has enough room to work in and form a storage area for non-sensitive finds
- * is furnished with the necessary equipment, materials and furniture

8. Once the fieldwork is completed, ensure that all finds are documented and packaged. Submit any materials that need laboratory treatment or analysis. Make sure that if any finds are sent to specialists for analysis, they are properly documented, packed and transported. Documentation of finds should conform as far as possible with nationally agreed term lists (such as the MDA Archaeological Objects Thesaurus and FISH Inscription – see suggested reading).

9. There are special procedures for the care and archiving of human remains, which for ethical and legal reasons need to be treated with a degree of sensitivity. It is highly advisable to seek the help of a specialist. For advice and contact details of specialists, visit and contact via the *British Association for Biological Anthropology and Osteoarchaeology* (BABAO)(<http://www.babao.org.uk>).

10. After processing the finds, which includes conservation, recording and marking, the **finds assemblage** (i.e. all the finds retrieved by the archaeological investigation) should

be assessed and analysed. The analysis should help to identify function/purpose, form, date, how made, material/fabric type, source, parallels, attributes and condition of the artefacts. You should also consider what the finds tell us about the exploitation of food resources (e.g. presence of wild or domesticated animals and plants), the reconstruction of environments

(e.g. what the landscape was like), and any information about human populations.

11. You may need to make recommendations for further analysis of all or some of the assemblage, and make modifications to the project design in consultation with all project specialists. This should include:

- * identifying finds requiring further analysis, in order to meet the project's research aims
- * a method statement detailing how further analysis will be carried out
- * a detailed list of work to be carried out, including further conservation
- * the cost of this work
- * a timetable for each task
- * identification of any potential for further research and/or educational activity beyond the scope of the project design
- * publication scope and format

12. The archive, both material and documentary, should be deposited in the recipient museum or other approved repository for long-term storage, and where appropriate be accompanied by a storage grant. If possible, title of ownership of the material should be transferred to the recipient museum or other repository (in England and Wales) if this has not already been agreed with the landowner ahead of the fieldwork. In the Bailiwick of Guernsey, title should be transferred to Guernsey Museum.

13. If your project involves maritime, nautical or underwater archaeology, there will, as with any finds, be ongoing obligations in terms of time, facilities and money for the continued storage and conservation of these finds. Due to the specialist requirements of maritime finds, it may prove difficult to find a suitable repository for the finds archive, and so make sure you have investigated this and taken advice from specialists before embarking on your project.

14. A security copy of the fieldwork archive (in Scotland the original should be deposited with the Royal Commission on the Ancient and Historical Monuments of Scotland – RCAHMS) and a summary statement of the results of the project should be transmitted to the local Sites and Monuments Record or Historic Environment Record (your local authority archaeologist or equivalent can advise on this). In Northern Ireland, it is a condition of the licence that a summary report is forwarded to the licensing body within four weeks of the end or temporary cessation of any fieldwork. The licensing body also maintains the Monuments and Buildings Record (MBR) and should receive the original fieldwork archive or a complete and comprehensive copy. A report of the excavated materials and analyses should be disseminated and, where appropriate, published. See *Project Design and Project Report Checklists and definitions* (<http://isgap.org.uk/docs/18>) Module 18 off this document for a checklist of sections to include in a Post-excavation Assessment Report and a data structure report (a requirement for projects taking place in Scotland).

15. Consider publishing your project through a wide range of outlets so that it reaches a diverse audience. For example, journal articles, pamphlets, books and websites are all good

formats, and interpretation panels, radio and television programmes, videos and popular publications can also be worthwhile. It is easy to underestimate how useful others will find your project results, so don't hold back from disseminating your work as widely as possible.

16. You could also consider publicising your work through public events, such as organising an event for the Festival of British Archaeology(<http://www.archaeologyfestival.org.uk>) or Scottish Archaeology Month (<https://archaeologyscotland.org.uk/projects/scottish-archaeology-month/>).

Other options include:

- * Heritage Open Days(<http://www.heritageopendays.org.uk>) in England
- * Doors Open Days(<http://www.doorsopendays.org.uk>) in Scotland
- * Open Doors Days(<https://wales.com/open-doors>) in Wales
- * European Heritage Open Days (<https://discovernorthernireland.com/events/European-Heritage-Open-Days/>) in Northern Ireland.

The ClfA's checklist for Finds Work is included in *Project Design and Project Report Checklists and definitions*(<http://isgap.org.uk/docs/18>) Module 18.

Suggested further reading

ClfA Standards and Guidance

- * *ClfA Standards and Guidance for the collection, documentation, conservation and research of archaeological materials*(https://www.archaeologists.net/sites/default/files/ClfAS&GFinds_1.pdf) (pdf file)
- * *ClfA Introduction to Standards and Guidance*(<https://www.archaeologists.net/codes/cifa>) (pdf file)

CBA Practical Handbooks

- * Currie, C. (2005) *Garden Archaeology: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 17
- * Roberts, C. (2018) 2nd ed. *Human Remains in Archaeology: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 19
- * Steiner, M. (2006) *Approaches to Archaeological Illustration: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 18
- * Webster, P. (1996) *[Roman Samian Pottery in Britain]*(<http://www.archaeologyuk.org/books/Webster1996>)_. York, Council for British Archaeology, Practical Handbok Series no. 13
- * Dellino-Musgrave, V. (2012) *Marine Archaeology: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 20

All CBA Practical Handbooks are available online at: <https://shop.britarch.ac.uk/product-category/cba-publications/practical-...> or at CBA bookstalls at events across the country.

Other References

- * Brown, D. (2007) *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation* (https://www.archaeologists.net/sites/default/files/ifa_practice_archives...)
- * Buckley, L., Murphy, E., and O'Donnabhain B. (2004) *Treatment of human remains: a technical paper for archaeologists*. 2nd ed. Institute of Archaeologists of Ireland. (<http://www.iai.ie/wp-content/uploads/2016/03/The-Treatment-of-Human-Rema...>)
- * Cassman, V., Odegaard, N., and Powell, J. (eds) (2006) *Human remains: a guide for museums and academic institutions*. Lanham, Maryland, Altamira Press
- * Church of England and English Heritage (2005) *Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England*. (http://www.archaeologyuk.org/apabe/pdf/APABE_ToHREfCBG_FINAL_WEB.pdf)
- * DCMS (2005) *Guidance for the Care of Human Remains in Museums*. (<http://webarchive.nationalarchives.gov.uk/+http://www.culture.gov.uk/re...>)
- * Historic England (2009) *Greater London Archaeology Advisory Service: Standards for Archaeological Work*. (<https://historicengland.org.uk/services-skills/our-planning-services/gre...>)
- * Historic Scotland, (1996) *Archaeology Procedure Paper 2. Project design, implementation and archiving*. Edinburgh, Historic Scotland.
- * Historic Environment Scotland (2016) *The treatment of human remains in archaeology*. (<https://pub-prod-sdk.azurewebsites.net/api/file/c35ffc37-ccba-4eed-8343-...>)
- * Institute of Archaeologists of Ireland (2006) *Code of conduct for the treatment of human remains in the context of an archaeological excavation*. Dublin: IA. (http://www.concernedhistorians.org/content_files/file/et/98.pdf)
- * Medieval Pottery Research Group (2020) *A Guide to the Classification of Medieval Ceramic Forms [data-set]*. York: Archaeology Data Service [distributor] <https://doi.org/10.5284/1059287>
- * Ministry of Justice *apply to exhume human remains* (<https://www.gov.uk/government/publications/apply-to-exhume-human-remains>)
- * O'Sullivan, J., and Killgore, J. (2003) *Human remains in Irish archaeology*. Dublin, The Heritage Council (https://www.heritagecouncil.ie/content/files/human_remains_in_irish_arch...)
- * Prehistoric Ceramics Research Group, Study Group for Roman Pottery and Medieval Pottery Research Group (2016) *A Standard for Pottery Studies in Archaeology* (<https://medievalpottery.org.uk/home/a-standard-for-pottery-studies-in-ar...>)

* Watkinson, D. and Neal, V. (1997) *First Aid for Finds*. Rescue and United Kingdom Institute for Conservation Archaeology Section, 3rd Edition.

Other Guidance Sources

* Historic England also provide a database of guidelines and standards for different elements of archaeological practice. Most can be downloaded as free pdf documents.

(<https://historicengland.org.uk/images-books/publications/>)

* For more detailed advice on digital archiving, see the advice pages offered by the Archaeology Data Service: (<http://guides.archaeologydataservice.ac.uk/q2gpwiki/>).

* For advice on data standards (terminology) see *Forum on Information Standards in Heritage (FISH)*(<http://www.heritage-standards.org.uk/>)

* For information on human remains issues, including ways of contacting specialists, visit [British Association for Biological Anthropology and Osteoarchaeology (BABAO)](<http://www.babao.org.uk>).

* If you are based in England or Wales, you can report significant finds, and also seek guidance on particular find types from the *Portable Antiquities Scheme*(<http://www.finds.org.uk>). There is also a finds database which may be useful for research.

* *Scotland's Rural Past*(www.scotlandsruralpast.org.uk) was a five-year HLF-funded project working across Scotland which provides local communities with an opportunity to get involved with surveying and recording settlement sites in their local areas. SRP have provided a *set of guidance for their groups*(<http://www.scotlandsruralpast.org.uk/index.php>)?option=com_content&view=article&id=73&Itemid=92), much of which deals with different archaeological methods.

* The *MDA Archaeological Objects Thesaurus*(http://thesaurus.historicengland.org.uk/thesaurus.asp?thes_no=144&thes_n...), and other useful thesauri for archaeology, can be found on Historic England's website.

* The Shire Archaeology series of publications (<https://www.bloomsbury.com/>) include a number of books on particular finds types.

10. Nautical recording and reconstruction



The recording of nautical archaeological remains should use appropriate methods and practices to provide a sufficiently detailed record of a vessel or vessel remains as-found which, where possible, can allow for an informed and reliable reconstruction of the vessel. This reconstruction can take several forms, such as a physical reconstruction, or reconstruction on paper or digitally. If a reliable reconstruction is not possible, as in the case of a single find of part of a vessel, then a sufficient record should be attained to allow for an informed *interpretation* of the overall building characteristics, general date and possible size of the original vessel. The reconstruction process will create a valid model or drawings to allow reliable interpretation of the vessel.

Nautical archaeological remains are considered to be the physical remains of any waterborne vessel. This is irrespective of the material they are constructed from, the totality of the remains or the environment where they are found. Nautical archaeological remains include all features and finds directly associated with a vessel's construction, fastening, fittings, propulsion, steering, anchoring and mooring. Nautical archaeological remains also include remains of individual constructional parts of a vessel sometimes found as isolated finds or reused in a non-nautical context. The physical properties of nautical archaeological remains can change, for example, as in the case of the Sutton Hoo vessel, where the wood of the vessel hull had degraded leaving only an impression of the hull outlined by the iron rivets. All other archaeological finds or features found in association with nautical remains, such as personal belongings, navigational equipment, ordnance, human remains and cargo are not covered by this guidance, although you should refer to the guidance documents for Excavation and Finds Work for guidance in dealing with such material. See *Glossary: Technical Archaeological Terms*(<http://isgap.org.uk/docs/17c>) for key terms related to nautical recording.

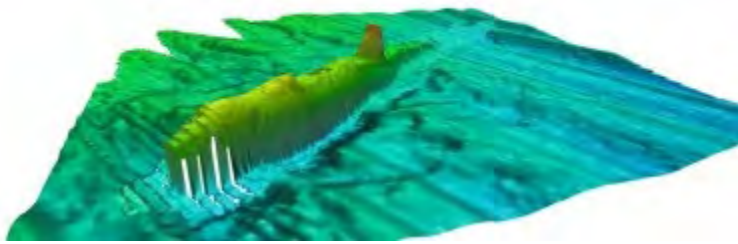
Nautical recording and reconstruction may occur in a number of circumstances, including:

- * in response to a proposed development which threatens the archaeological resource
- * as part of the planning process and/or development plan policy
- * within research not generated by a specific threat to the archaeological resource
- * in connection with the preparation of management plans by private, local, national, or international bodies

Please note that there are other forms of maritime remains to be found too, including submerged prehistoric sites, harbour and fishing structures, and aircraft. This guidance currently deals with nautical remains (vessels) primarily as it is based on existing ClfA guidance for nautical and archaeological reconstruction (https://www.archaeologists.net/sites/default/files/ClfAS%26GNautical_1.pdf) In the meantime, advice and guidance is available through searching resources such as the *Historic England publications site* (<https://historicengland.org.uk/images-books/publications/>) or contacting specialist organisations such as the *Nautical Archaeology Society* (<http://www.nauticalarchaeologysociety.org/>) or the ClfA's *Marine Archaeology Special Interest Group* (<http://www.archaeologists.net/groups/maritime>).

Checklist

- * Seek specialist advice and support from a Nautical Archaeological Specialist.
- * Create a project specification or design ahead of any work, in consultation with the appropriate national curator.
- * Show your project design to your local authority archaeologist or equivalent, as well as the national agency curator, and keep them informed of any work you are planning to carry out.
- * Keep full and proper records, including pro forma recording sheets as appropriate.
- * Keep in mind Health and Safety requirements including carrying out risk assessments.
- * Be mindful of the different legal requirements concerning nautical finds.
- * Make sure you are aware of what to do in the event of encountering human remains.
- * Apply good practice to post-excavation work, calling on the help of specialists.
- * Select the appropriate level of documenting for your as-found (*in situ*) record of any vessel being studied.
- * If you are studying a vessel, be sure to record the hull-form (shape).
- * If researching a vessel, consult appropriate existing documentation, looking in particular for information about the historical context of the vessel if this is known.
- * Consider using dendrochronology to inform both the vessel's age and its social and environmental context.
- * Use environmental sampling to inform conditions relating to the vessel.
- * It is important to write up your research and investigations, and to disseminate to national curators at the very least. If you are investigating marine or nautical artefacts, you will need to take into account the need for specialist treatment and check that a suitable repository can be found.
- * If you are investigating marine or nautical artefacts, you will need to take into account the need for specialist treatment and check that a suitable repository can be found.
- * Consider potential confidentiality issues and seek specialist advice.
- * Consider whether organising an event for the Festival of British Archaeology and/or Scottish Archaeology Month to publicise your work would be possible.



1. Nautical archaeological remains are just as important as archaeological sites and resources on dry land, despite the fact that they are often less visible. As they require a specific type of research and treatment, it is advisable to seek the assistance of an experienced Nautical Archaeological Specialist. It may be appropriate to follow the principles of preservation in situ, for example, rather than attempting to recover any of the finds you encounter. Your local authority archaeologist or equivalent should be able to advise you on whom to approach for advice.

2. As with any archaeological investigation, a project design or specification should be developed ahead of any fieldwork to inform your work. It will be important to contact the relevant national curator regarding any maritime archaeology, for example Historic England, Cadw or Historic Scotland. See *Project design and project report checklists and definitions* (<http://isgap.org.uk/docs/18>) for a checklist of what should be included in a nautical archaeological investigation project design.

3. Be sure to show your project design to your local authority archaeologist or equivalent, and the national agency curator, and inform them of your planned work. As well as making them aware of your project, hence contributing to the archaeological record for the local area, this will also help your project as the local authority archaeologist or equivalent will be able to provide feedback about your project design and planned work.

4. Make sure that for any works you carry out you produce full and proper records, including written, graphic, electronic and photographic record as appropriate. This includes using appropriate pro forma sheets as needed.

5. Health and Safety is an important consideration for Nautical archaeological recording, as with any archaeological investigation. It is worth remembering that some equipment that you will use may be subject to specific statutory controls – for example, diving equipment is subject to the *Diving Operations at Work Regulations* (<http://www.uk-sdsc.com/divingatwork.htm>), so make sure you are familiar with any relevant requirements. Model risk assessments to help you decide on appropriate actions to increase work safety can be found in the *CIfA risk assessment documents* (https://www.archaeologists.net/sites/default/files/CIfA_risk_assessment_...) (<https://www.archaeologists.net/sites/default/files/Risk%20assessments%20...>)

6. It is very important to be aware of any legislative requirements attached to Nautical archaeological remains. Ownership of material which has come from a vessel (classified as 'wreck') is dealt with under the Merchant Shipping Act 1995, and any wreck material should be declared to the Receiver of Wreck in the *Maritime and the Coastguard*

Agency(<http://www.dft.gov.uk/mca>). In Scotland, The Marine Scotland Act covers Historic Marine Protected Areas, where special licencing requirements may apply. In the Bailiwick of Guernsey, this is covered by The Wreck and Salvage (Vessels and Aircraft) Laws 1986-98, further details of which may be obtained from the Archaeology Officer, Guernsey Museum. If in Northern Ireland, a license is required for any excavation (including in an underwater context). Finders should also be aware of their obligations under the Treasure Act, if applicable.

7. In the event that human remains are encountered, you should contact the police in the first instance. An exhumation licence should be applied for in most instances before excavation of the human remains can proceed via the Ministry of Justice *apply to exhume human remains* (<https://www.gov.uk/government/publications/apply-to-exhume-human-remains>). You should also seek the assistance of an archaeological human remains specialist if possible. For further information, including an email for seeking assistance, please visit the *British Association for Biological Anthropology and Osteoarchaeology* (BABA0)(<http://www.babao.org.uk>).

8. All post-fieldwork analysis and assessment should be carried out by appropriately experienced/qualified individuals, and you should be mindful of post-excavation procedures (see *Finds* <http://isgap.org.uk/finds>). Be sure to contact specialists, including nautical and marine archaeologists, for advice and help.



9. Recording Nautical archaeological remains is very important, and should produce an accurate '**as-found**' record of the vessel under scrutiny. 'As-found' simply means a record of the Nautical archaeological resource as it was recorded *in situ*. There are generally considered to be three different levels of documentation that can be used, which are described in the ClfA Standards and Guidance on Nautical Recording (listed below in further reading), so decide the level needed in line with the significance of the site and the vessel that you are investigating. Seek advice from a specialist to help with making this decision.

10. A primary research aim of all Nautical archaeological recording should be an understanding of the vessels hull-form and construction, but whether this can be attempted will depend on the totality of the remains of the vessel. Consider computer-aided analysis for reconstructions, and remember to question the reliability of any reconstructions made, rather than assuming no room for error (for example, it might be assumed that all hull-forms are symmetrical, but this might not be the case for all vessels). A detailed description of reconstruction and its analysis can be found in the ClfA's Standards and guidance for nautical archaeological recording (listed below), Sections 10-16.

11. Make sure that you have consulted existing published and unpublished sources of information, including historical sources. For Nautical remains of vessels from a historically-documented period, it is possible that there will be constructional drawings or descriptions

that can help you develop your project design ahead of the fieldwork, as well as assess the findings afterwards. However, use these sources with caution, as they may not be a true reflection at the time of loss or abandonment, as modifications may have been made to the vessel in the meantime. Consider in your survey of the history of the vessel: political history; economic history; social history, and technological development.

12. Consider applying dendrochronology, utilising a qualified dendrochronologist, where appropriate. This can help date a vessel, as well as inform wider research about timber usage and forest environment.

13. Remember to include environmental sampling as part of your investigation. Historic England has guidance available (listed below) about carrying this out. Your sampling strategy should take into account any previous work on the site, and you should look for evidence that informs: ship-borne life (including diet and ship-borne diseases); cargos (including their provenance and trade routes); previous uses; repairs and rebuilds; identification of sea routes, and if possible the understanding of the wrecking process and post-depositional history of the vessel.



14. Create a report of your work, and be sure to disseminate your findings. As a minimum, you should send a site summary or (if in Scotland) a data structure report to the appropriate Sites and Monuments Record or Historic Environment Record, the National Archaeological Record or equivalent, and where appropriate the central government conservation organisation. This description should take the form of a report which contains enough information for your conclusions to be scrutinised. The best way to submit this report if your site is in England, Scotland or Wales is online, via the *OASIS* system (<http://www.oasis.ac.uk>). In Wales, the national repository for data is *RCAHMW* (<http://www.rcahmw.gov.uk>) while the material archive should go to an appropriate museum. In Scotland, the national repository for data is *RCAHMS* (<http://www.rcahms.gov.uk>) while any material archive should go to National Museums Scotland or a local museum or depository. In Scotland too, a site summary should be prepared for *Discovery and Excavation in Scotland* (DES), published by Archaeology Scotland. If you have submitted your report through OASIS, DES will be notified automatically. In Northern Ireland, the Built Heritage Directorate of the Department of the Environment is the statutory data archive, whilst it is also advisable to submit digital and paper archives to the Centre for Maritime Archaeology at the University of Ulster, which is

increasingly becoming a key repository for maritime archaeological research in Northern Ireland. Further information can be found at www.science.ulster.ac.uk/cma. By using the OASIS system you will also be given the opportunity to have your report included in the ADS 'grey literature library' of unpublished fieldwork reports, which will be available online. A checklist of points to include in a project report and a data structure report can be found in *Project design and project report checklists and definitions* (<http://isgap.org.uk/docs/18>) of this document.

15. Remember, if you are recovering finds as part of your maritime, nautical or underwater archaeology project, that there may be ongoing obligations in terms of time, facilities and money for the continued storage and conservation of these finds. Due to the specialist requirements of maritime finds, it may prove difficult to find a suitable repository for the finds archive, and so make sure you have investigated this and taken advice from specialists before embarking on your project.

16. If you are engaged in evaluation of maritime archaeology and a significant discovery is made, you may need to keep this confidential until advice from the appropriate national curator (e.g. Historic England or Historic Scotland) has been sought.

17. You could also consider publicising your work through public events, such as organising an event for the *Festival of British Archaeology* (<http://www.archaeologyfestival.org.uk>) or *Scottish Archaeology Month* (<https://archaeologyscotland.org.uk/projects/scottish-archaeology-month/>).

Suggested further reading

ClfA Standards and Guidance

- * *ClfA guidance for nautical and archaeological reconstruction* (https://www.archaeologists.net/sites/default/files/ClfAS%26GNautical_1.pdf)
- * *ClfA Standards and Guidance for archaeological excavation* (https://www.archaeologists.net/sites/default/files/ClfAS&GExcavation_1.pdf) (pdf file)
- * *ClfA Standards and Guidance* (<https://www.archaeologists.net/codes/cifa>)

CBA Practical Handbooks

- * Steiner, M. (2006) *Approaches to Archaeological Illustration: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 18
- * Dellino-Musgrave, V. (2012) *Marine Archaeology: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 20

All CBA Practical Handbooks are available online at: <https://shop.britarch.ac.uk/product-category/cba-publications/practical-...> or at CBA bookstalls at events across the country

Other References

* Bowens, A. (ed) (2008) *Underwater Archaeology: the NAS Guide to Principles and Practice*. Nautical Archaeology Society/Blackwell.

* British Marine Aggregate Producers Association (BMAPA) (2003) *Marine Aggregate Industry Protocol for the Reporting of Finds of Archaeological Interest*. (<https://www.wessexarch.co.uk/our-work/marine-aggregate-industry-protocol...>)

* Brown, D. (2007) *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation* (https://www.archaeologists.net/sites/default/files/ifa_practice_archives...)

* English Heritage (2002) *Environmental Archaeology: a Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation*. (<https://historicengland.org.uk/images-books/publications/environmental-a...>)

* Historic Scotland (1996) *Archaeology Procedure Paper 2. Project design, implementation and archiving*. Edinburgh, Historic Scotland.

* Marine Scotland Act 2010.

(<http://www.scotland.gov.uk/Topics/marine/seamanagement/marineact>)

* Merchant Shipping Act 1995. (<http://www.legislation.gov.uk/ukpga/1995/21/contents>)

Other Guidance Sources

* The Nautical Archaeology Society run a *training scheme for volunteers* involved in maritime and underwater archaeology.

(<https://www.nauticalarchaeologysociety.org/Pages/Category/uk-system>)

* The *UK Scientific Diving Supervisory Committee* (<http://www.uk-sdsc.com>) include on their website information about diving at work regulations, and links to information on archaeological diving.

* Historic England also provide a database of guidelines and standards for different elements of archaeological practice. Most can be downloaded as free pdf documents.

(<https://historicengland.org.uk/images-books/publications/>)

* For more detailed advice on digital archiving, see the advice pages offered by the Archaeology Data Service:

(<http://guides.archaeologydataservice.ac.uk/g2qpwiki/>).

* *Scotland's Rural Past* (www.scotlandsruralpast.org.uk) was a five-year HLF-funded project working across Scotland which provides local communities with an opportunity to get involved with surveying and recording settlement sites in their local areas. SRP have provided a *set of guidance for their groups* (http://www.scotlandsruralpast.org.uk/index.php?option=com_content&view=a...), much of which deals with different archaeological methods.

11. Geophysical survey

Archaeology is about the life and culture of ancient people. One of the ways of contributing to the interpretation of past lives and cultures from different time periods, is through is

through the interpretation of evidence and findings gathered by the practice of archaeological geophysical



survey.

From a practical

perspective, archaeological geophysical survey uses non-intrusive and non-destructive techniques to determine the presence or absence of anomalies likely to be caused by archaeological features, structures or deposits, as far as reasonably possible, within a specified area or site on land, in the inter-tidal zone or underwater. Geophysical survey determines the presence of anomalies of archaeological potential through measurement of one or more physical properties of the subsurface. Geophysical survey techniques include:

- * Magnetometer survey
- * Earth resistance (resistivity) survey
- * Ground penetrating radar
- * Electromagnetic methods
- * Topsoil magnetic susceptibility
- * Bathymetric survey
- * Side scan sonar survey
- * Sub-bottom profiler survey
- * Maritime geotechnical work

A geophysical survey should, as far as is reasonably possible, inform on the presence or absence, character, extent and in some cases, apparent relative phasing of buried archaeology. It is not uncommon for geophysical surveys to be commissioned ahead of planning applications, due to their ability to inform about the potential nature of buried features. From the geophysical survey it should be possible make an assessment of the surveyed area's merit in the appropriate context. This may lead to one or more of the following:

- * planning to ensure further recording, preservation or management of the resource
- * planning to moderate a threat to the archaeological resource
- * proposing further archaeological investigation within a programme of research
- * contribution to current debate and research programmes and agendas

Checklist

- * Create a project design with appropriate content.
- * Make contact with your local authority archaeologist (and possibly national curator too), and keep them informed of your work.
- * Make sure you are aware of, and have abided by, all legislative requirements including site access permissions and licensing requirements.
- * Produce a project report at the end of your work.
- * Make sure that you have full and proper records, and that these are archived appropriately (including planning for backup and transfer of digital data).
- * Consider confidentiality if appropriate and seek specialist advice.
- * Consider different options for publication.
- * Consider whether organising an event for the Festival of British Archaeology and/or Scottish Archaeology Month to publicise your work would be possible.

1. As a starting point to any project, a specification or project design should be developed to help plan your work. See *Project design and project report checklists and definitions* (<http://isgap.org.uk/docs/18>) for a checklist of what should be included in a



geophysical survey project design.

2. Show your project design to your local authority archaeologist (or equivalent), and inform them of any work you plan to carry out. This will help ensure that your work contributes to the local archaeological record, while also providing access to advice and guidance that the local authority archaeologist may be able to offer. If your work is to do with maritime archaeology, it will also be appropriate to contact the relevant national curator, for example Historic England, Cadw or Historic Scotland.

3. Be aware of any legal or statutory requirements attached to your proposed work. For example, it is essential to have permission to access your site from the landowner. In addition, Ground Penetrating Radar (GPR) equipment owners** should hold a specific radio equipment license issued by OFCOM***. This includes being aware of places where use of GPR is forbidden without additional OFCOM clearance and/or permission from the institution in question, such as hospitals, prisons and airfields. Operators of GPR equipment should

also abide by the European Code of Practice, EG 202 730. In Northern Ireland the use of detecting devices on State care sites and scheduled monuments requires the consent of the Northern Ireland Environment Agency: Built Heritage Directorate. In England and Wales, a Section 42 license is required for geophysical survey or other forms of archaeological investigation, including excavation, on Scheduled Ancient Monuments. The national agencies, Cadw and English Heritage, can be contacted for further details of this. In Scotland a Scheduled Monument Consent is required to carry out geophysical survey on Scheduled Ancient Monuments. Details about how to apply for this are available at: <https://www.historicenvironment.scot/media/4755/smc-application-guidance...> (** In the case of hired equipment, the license should be held by the leasing company) (***) <http://www.ofcom.org.uk/radiocomms/ifi/licensing/classes/rlans/gpr/licenses>

4. Produce a project report at the end of your work. The minimum contents for a report on geophysical survey are listed in *Project design and project report checklists and definitions* (<http://isgap.org.uk/docs/18>),

5. Make full and proper records of your work, including written, graphic, electronic and photographic records as appropriate. This should include using pro forma record forms where applicable, and digital records that are regularly copied and backed up. The project archive for a geophysical survey should comprise of project design, log sheets, digital data and the final report. For guidance on digital archiving of geophysical data, see the ADS guidance. Keep all data that was generated by your fieldwork, as this should go into the project archive. Be aware too, that as technology and media changes, that you may need to migrate this data in the future, for example from older CDs to newer storage systems. This means that your findings can be revisited by researchers in the future and shows how you came to the conclusions that your project made.



6. If you are working with maritime archaeology and make a significant discovery, you may need to keep it confidential until you have sought advice from the relevant national curator (e.g. Historic England or Historic Scotland).

7. All archaeological projects, including geophysical surveys, regardless of how extensive, should be published and disseminated. At the very least, a description of the project and its conclusions should be submitted to your local Historic Environment Record (HER) or the Sites and Monuments Record, and the relevant National Monuments Record or equivalent. This description should take the form of a report which contains enough information for your

conclusions to be scrutinised. The best way to submit this report if your site is in England, Scotland or Wales is online, via the OASIS system(<http://www.oasis.ac.uk>). In Scotland, a site summary should be prepared for *Discovery and Excavation in Scotland* (DES), published by Archaeology Scotland. If you have submitted your report through OASIS, DES will be notified automatically. By using the OASIS system you will also be given the opportunity to have your report included in the ADS 'grey literature library' of unpublished fieldwork reports, which will be available online. In Northern Ireland send your report to the Northern Ireland Environment Agency: Built Heritage Directorate. For the Bailiwick of Guernsey, including Alderney and Sark, reports should be submitted to the HER at Guernsey Museum.

8. You could also consider publicising your work through public events, such as organising an event for *Festival of British Archaeology*(<http://www.archaeologyfestival.org.uk>) or *Scottish Archaeology Month* (<https://archaeologyscotland.org.uk/projects/scottish-archaeology-month/>).

Other options include:

- * Heritage Open Days(<http://www.heritageopendays.org.uk>) in England
- * Doors Open Days(<http://www.doorsopendays.org.uk>) in Scotland
- * Open Doors Days(<https://wales.com/open-doors>) in Wales
- * European Heritage Open Days(<https://discovernorthernireland.com/events/European-Heritage-Open-Days/>) in Northern Ireland.

Suggested further reading

ClfA Standards and Guidance

- * *ClfA Standards and Guidance for Geophysics* (https://www.archaeologists.net/sites/default/files/ClfAS%26GGeophysics_2...)
- * *ClfA Standards and Guidance for archaeological excavation* (https://www.archaeologists.net/sites/default/files/ClfAS&GExcavation_1.pdf) (pdf file)
- * *ClfA Standards and Guidance*(<https://www.archaeologists.net/codes/cifa>)

CBA Practical Handbooks

- * Rippon, S. (2004) *Historic Landscape Analysis: Deciphering the countryside*. York, Council for British Archaeology, Practical Handbook Series no. 16
- * Dellino-Musgrave, V. (2012) *Marine Archaeology: A Handbook*. York, Council for British Archaeology, Practical Handbook Series no. 20

All CBA Practical Handbooks are available online at: <https://shop.britarch.ac.uk/product-category/cba-publications/practical-...> or at CBA bookstalls at events across the country

Other References

- * Aspinall, A., Gaffney, C., and Schmidt, A. (2008) *Magnetometry for archaeologists 2008*. Lanham (MD), AltaMira Press.

- * Bowens, A. (ed) (2008) *Underwater Archaeology: the NAS Guide to Principles and Practice*. Nautical Archaeology Society/Blackwell.
- * Brown, D. (2007) *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation* (https://www.archaeologists.net/sites/default/files/ifa_practice_archives...)
- * Clark, A.J. (1996) *Seeing Beneath the Soil* (2nd Edition). London, B.T. Batsford Ltd.
- * Conyers, L.B. (2004) *Ground-Penetrating Radar for Archaeologists*. Walnut Creek, AltaMira Press.
- * Schmidt, A., et al. (2016) *EAC Guidelines for the use of Geophysics in Archaeology*. Swindon, Historic England.
- * Historic England (2009) *Greater London Archaeology Advisory Service: Standards for Archaeological Work*. (<https://historicengland.org.uk/services-skills/our-planning-services/gre...>)
- * English Heritage (2008) *Geophysical Survey in Archaeological Field Evaluation 2nd Edition*. Swindon: English Heritage.
- * Gaffney, C. and Gator, J. (2003) *Revealing the buried past*. Stroud, Tempus Publishing Ltd.
- * Historic Scotland (1996) *Archaeology Procedure Paper 2. Project design, implementation and archiving*. Edinburgh.
- * Historic Scotland (2008) *Scottish Planning Policy (SPP 23): Planning and the Historic Environment*. Edinburgh, Historic Scotland.
(<http://www.scotland.gov.uk/Resource/Doc/242900/0067569.pdf>)
- * Oswin, J. (2009) *A Field Guide to Geophysics in Archaeology*. Springer Praxis Books/Geophysical Sciences.

Other Guidance Sources

- * Historic England also provide a database of guidelines and standards for different elements of archaeological practice. Most can be downloaded as free pdf documents.
(<https://historicengland.org.uk/images-books/publications/>)
- * For more detailed advice on digital archiving, see the advice pages offered by the Archaeology Data Service: (<http://guides.archaeologydataservice.ac.uk/g2qpwiki/>).
- * *Scotland's Rural Past*(www.scotlandsruralpast.org.uk) was a five-year HLF-funded project working across Scotland which provides local communities with an opportunity to get involved with surveying and recording settlement sites in their local areas. SRP have provided a *set of guidance for their*

groups(http://www.scotlandsruralpast.org.uk/index.php?option=com_content&view=a..), much of which deals with different archaeological methods.

12. Publication & dissemination



Throughout all the different modules of the *Introduction to Standards and Guidance in Archaeological Practice*, the importance of publication and dissemination is emphasised greatly. This is because without disseminating your research, it is impossible for others, whether attached to local groups, archaeological contractors, university departments, or even town planning offices, to know what work (i.e. **yours!**), has been carried out already and what the findings of that work were. Just as a desktop survey or other research into archaeological and historical contexts will have been essential to your own project design and methodology, so your own research could prove extremely significant to future researchers, but only if they are aware of it.

There are various options for publishing and disseminating your research. Don't hesitate to contact the CBA, your local authority archaeologist or equivalent, or the Chartered Institute for Archaeologists if you are unsure or would like advice as to how or where to publish.

Think about the suitability of your chosen publication outlets. Some online publishing sites may not be in a position to act as 'archives' in the sense of providing a long term, sustainable repository for your report or data in perpetuity, and so you will need to check them out beforehand.

Below are listed a number of potential options, although you may come across further options locally.

* The best way to submit a report of your work if you are in in England, Scotland or Wales is online, via the *OASIS system*(<http://www.oasis.ac.uk>). In Scotland, a site summary should be prepared for *Discovery and Excavation in Scotland* (DES), which is published by Archaeology Scotland. If you have submitted your report through OASIS, DES will be notified automatically. By using the OASIS system you will also be given the opportunity to have your report included in the ADS 'grey literature library' of unpublished fieldwork reports,

which will be available online.



* In Northern Ireland send your report to the Northern Ireland Environment Agency: Built Heritage Directorate. For the Bailiwick of Guernsey, including Alderney and Sark, reports should be submitted to the HER at Guernsey Museum.

* In addition consider local county or national societies, period and specialist journals, independent publishers and local museums as outlets for disseminating your information. Information about most of these options should be available online, but for specific queries regarding options local to you, please contact the CBA outlining what your research is (including period), and in which area or region the work was carried out.

* Another option for publicising your work is to consider organising an event. Such events could include giving talks, organising a conference or seminar, a guided walk, provision of hands-on activities, or an open day at your site or collections centre. Many groups take part in the UK-wide Festival of British Archaeology, an annual fortnight of events organised by participants including local groups, museums, university departments and heritage trusts. *Festival of British Archeology* (<http://www.archaeologyfestival.org.uk>) provides free publicity for all Festival events via the Festival website and a leaflet that goes to all CBA members and *British Archaeology* magazine subscribers. For projects in Scotland, there is also *Scottish Archaeology Month* (<https://archaeologyscotland.org.uk/projects/scottish-archaeology-month/>), which is another opportunity to participate in a Scotland-wide celebration of archaeological events and projects.

Other events that don't fall during the Festival period, can be publicised via the CBA's *Briefing service* (<http://new.archaeologyuk.org/fieldwork-and-conferences/>) and also in *British Archaeology*. To notify Briefing of any forthcoming events, contact info@archaeologyuk.org.

Suggested further reading

Guidance documents



* Brown, D. (2007) *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation* (https://www.archaeologists.net/sites/default/files/ifa_practice_archives...)

* Historic England (2009) *Greater London Archaeology Advisory Service: Standards for Archaeological Work*. (<https://historicengland.org.uk/services-skills/our-planning-services/gre...>)

* Historic Scotland (1996) *Archaeology Procedure Paper 2. Project design, implementation and archiving*. Edinburgh.

Other Guidance Sources

* Historic England also provide a database of guidelines and standards for different elements of archaeological practice. Most can be downloaded as free pdf documents. (<https://historicengland.org.uk/images-books/publications/>)

* For more detailed advice on digital archiving, see the advice pages offered by the Archaeology Data Service: (<http://guides.archaeologydataservice.ac.uk/q2gwiki/>).

* *Scotland's Rural Past* (www.scotlandsruralpast.org.uk) was a five-year HLF-funded project working across Scotland which provides local communities with an opportunity to get involved with surveying and recording settlement sites in their local areas. SRP have provided a *set of guidance for their groups* (http://www.scotlandsruralpast.org.uk/index.php?option=com_content&view=a..), much of which deals with different archaeological methods.

13. National Occupational Standards in Archaeology



What are Occupational Standards?

The National Occupational Standards (NOS) describe the skills, knowledge and understanding required to undertake a particular task or job to a nationally recognised level of competence. In 2002-03 the CfA (<http://www.archaeologists.net/>) worked with the then Cultural Heritage National Training Organisation (CHNTO) on behalf of the *Archaeology Training Forum* (<http://archaeologytraining.org.uk/>), to *map a career structure for archaeology* (<http://www.archaeologists.net/development/nos>). This project involved the

establishment of National Occupational Standards (NOS) for Archaeological Practice and marked a change of attitude towards education and vocational training in archaeology.

How they are used?

NOS are agreed statements of competence which describe the work outcomes required for an individual to achieve the standard expected of them in work. They are the building blocks of S/NVQs but can be used in a number of other ways. They describe good practice in particular areas of work, provide managers with a tool for workforce management and quality control and can be used to write job descriptions or to identify skills gaps and plan training. For more information about NOS and S/NVQs see the *National Occupational Standards website*(<https://www.ukstandards.org.uk/>).

14. Essential contacts and help

Archaeology and Heritage Organisations in the UK

UK-Wide:

* *Council for British Archaeology (CBA)* (<http://new.archaeologyuk.org/>). 'The gateway' to archaeology in Britain; an educational charity working throughout the UK to involve people in archaeology and to promote the appreciation and care of the historic environment for the benefit of present and future generations. Website acts as a signposting service for the start of peoples journeys into archaeology.

* *Young Archaeologists' Club (YAC)* (<http://www.yac-uk.org.uk>). The only UK-wide club for young people aged up to 17 interested in archaeology.

* *Festival of British Archaeology*(<http://www.archaeologyfestival.org.uk>). Annual UK-wide extravaganza of archaeology and heritage related events to give everyone opportunities to attend events and get involved in archaeology (16-31 July 2011).

* *Association of Local Government Archaeological Officers (ALGAO*



UK) (<http://www.algao.org.uk>).

A forum representing archaeologists working for local authorities and national parks throughout the UK. The public can find contact info for their county archaeologists and the like here.

* *British Association for Biological Anthropology and Osteoarchaeology (BABAO)* (<http://www.babao.org.uk>). BABAO promotes the study of human bioarchaeology and osteoarchaeology for the purpose of understanding humanity from the past to the present. BABAO also provides a forum for the exchange of ideas and information on these topics and strives to improve standards in all aspects of the study of the biological remains of past and present peoples.

* *Chartered Institute for Archaeologists (ClfA)* (<http://www.archaeologists.net>). The ClfA advances the practice of archaeology and allied disciplines by promoting professional standards and ethics for conserving, managing, understanding and promoting enjoyment of heritage. The site also provides links to the ClfA's Special Interest Groups that can be contacted for advice on a range of specialist issues including maritime affairs, archives, finds and geophysical survey.

England

* *Historic England* (<https://historicengland.org.uk/>). Champions our historic places and advises the Government and others to help today's generation get the best out of our heritage and ensure its protected for the future.

* *Heritage Gateway* (<http://www.heritagegateway.org.uk>). Historic England works in collaboration with ALGAO and the Institute of Historic Building Conservation (IHBC) to develop a Heritage Gateway to England's local and national historic environment records.

* *Portable Antiquities Scheme (PAS)*(<http://www.finds.org.uk>). A voluntary scheme to record archaeological objects found by members of the public in England and Wales.

Wales

* *Cadw* (<https://cadw.gov.wales/splash?orig=/>). Cadw is the historic environment service of the Welsh Assembly Government. 'Cadw' (pronounced cad-oo) is a Welsh word meaning 'to keep'.

* *Royal Commission on the Ancient and Historic Monuments of Wales (RCAHMW)* (<http://www.rcahmw.gov.uk>). The investigating body and national archive for the historic environment of Wales.

* *Portable Antiquities Scheme (PAS)*(<http://finds.org.uk>). A voluntary scheme to record archaeological objects found by members of the public in England and Wales.



The 4 Welsh Archaeological

Trusts, working to help protect, record and interpret all aspects of the historic landscape for the whole of Wales:

* *Dyfed Archaeological Trust* (<http://www.dyfedarchaeology.org.uk/>). Established to advance the education of the public in archaeology. It is committed to working to help protect, record and interpret all aspects of the historic environment.

* *Glamorgan-Gwent Archaeological Trust* (<http://www.ggat.org.uk>). Aims to help people of all ages understand and appreciate this rich heritage, and to care for it so that it is preserved for the future.

* *Gwynedd Archaeological Trust* (<http://www.heneb.co.uk>). An educational charity to inform the public on archaeological matters, to respond to increasing threats to the archaeology of the area, and to educate in the broadest sense.

* *Clwyd-Powys Archaeological Trust* (<http://www.cpat.org.uk>). Helps protect, record and interpret all aspects of the historic environment

Scotland

* *Archaeology Scotland* (<http://www.archaeologyscotland.org.uk>). Supports local archaeological initiatives and campaigns for the best possible conservation and management of our heritage.

* *Historic Environment Scotland* (<https://www.historicenvironment.scot/>). An executive agency of the Scottish Government and we are charged with safeguarding the nation's historic environment and promoting its understanding and enjoyment.

* *Royal Commission on the Ancient and Historic Monuments of Scotland (RCAHMS) is now managed by Historic Environment*

Scotland (<https://www.historicenvironment.scot/archives-and-research/archives-and-...>). Collects, records and interprets information on the architectural, industrial, archaeological and maritime heritage of Scotland.

Northern Ireland

* *Northern Ireland Archaeology Forum* (NIAF) (<https://www.nienvironmentlink.org/aboutus/strategicalliances/niaf.php>). Aims to protect, study and promote the historic environment.

* *Northern Ireland Environment Agency* (NIEA) (<https://www.nidirect.gov.uk/contacts/contacts-az/northern-ireland-enviro...>). Aims to protect, conserve and promote the natural environment and built heritage for the benefit of present and future generations.



UK Crown Dependencies

* *Guernsey Museums* (<http://www.museums.gov.gg/>). Guernsey Museums & Galleries is a service provided by the government of Guernsey, a British Crown Dependency located in the Channel Islands.

* *Jersey Heritage* (<http://www.jerseyheritage.org>). Jersey Heritage protects and promotes the Island's rich heritage and cultural environment.

* *Manx National Heritage* (<http://www.gov.im/mnh>). The national heritage agency of the Isle of Man.

Health and Safety

* *Health and Safety Executive* (<http://www.hse.gov.uk>). UK-wide advice and guidance on health and safety issues.

* *ClfA Risk Assessment Guidance* (https://www.archaeologists.net/sites/default/files/ClfA_risk_assessment_...) (<https://www.archaeologists.net/sites/default/files/Risk%20assessments%20...>).

Online Archiving

* *OASIS (Online AccesS to the Index of archaeological investigationS)* (<http://www.oasis.ac.uk>). The overall aim of the OASIS project is to provide an online index to the mass of archaeological grey literature that has been produced as a result of the advent of large-scale developer funded fieldwork and a similar increase in fieldwork undertaken by volunteers.

Grants and Funding

* *The National Lottery Heritage Lottery Fund (NLHF)*(<https://www.heritagefund.org.uk/>).

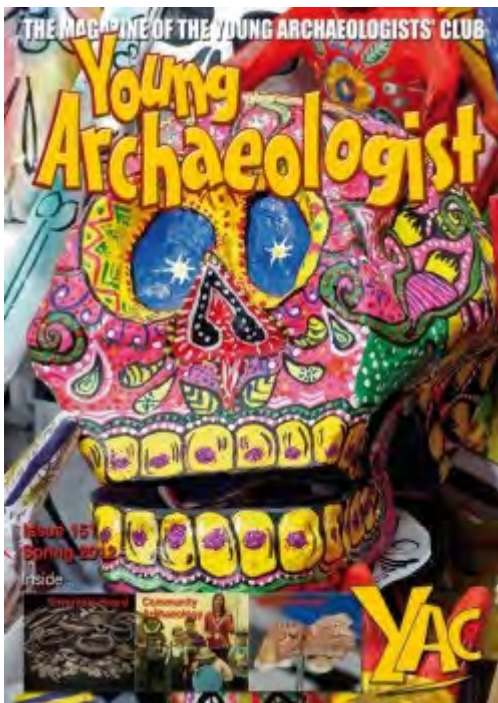
The Heritage Lottery Fund sustains and transforms a wide range of heritage through innovative investment in projects with a lasting impact on people and places. As the largest dedicated funder of the UK's heritage, with around £205million a year to invest in new projects and a considerable body of knowledge and evaluation over 15 years, they are also a leading advocate for the value of heritage to modern life. From museums, parks and historic places to archaeology, natural environment and cultural traditions, we invest in every part of our heritage. NLHF has supported more than 30,000 projects allocating £4.5 billion across the UK. As part of their service, they provide face-to-face advice to potential applicants, and guidance documents on developing archaeological projects.

* *CBA funding opportunities page*(<http://new.archaeologyuk.org/mick-aston-archaeology-fund>). The Mick Aston Fund encourages voluntary effort in making original contributions and the study and care of the historic environment. .

Research

* *British and Irish Archaeological Bibliography (biab)* (<http://www.biab.ac.uk>). biab exists to support research work of all kinds, covering all aspects of archaeology and the historic environment, and every chronological period, with a geographical focus on Britain and Ireland.

15. Key advice and resources for working with young people



This section is intended to outline the key issues and requirements that should be considered by any groups wishing to involve young people in their work. The earlier points (1-4) are particularly important if you plan to run activities for young people without their parents/guardians being present; even if parents/guardians are present the guidance within points 5, 6 and 7 should be followed. What will hopefully

become apparent that the issues that you need to be aware of are not as prohibitive as many people currently believe.

The *Young Archaeologists' Club (YAC)*(<http://www.yac-uk.org/>) offers a wide range of advice to their volunteers in their *YAC Leaders' Handbook*(<https://www.yac-uk.org/yac-handbook>) and much of this is relevant to any group wishing to work with young people; particularly relevant pages are signposted below.

1. Definition of a young person/child

The terms 'young person' and 'child' can be used interchangeably. In the UK, from a legal perspective, a young person or child is anyone under the age of 18. You should also be aware that any activity involving children under the age of eight which will last for two hours or more, and at which parents/guardians will not be present, **must be run by registered childminders.**

2. Policies and Practices for Working with Young People

Working with young people in a responsible and safe way is based very much on common sense. If you are planning to work regularly with young people, it is strongly recommended that you create and implement a young person and child protection policy.

YAC's *child protection policy*(<https://www.yac-uk.org/safeguarding-children>) shows the issues that you need to consider when forming a child protection policy – with the full policy available as a downloadable pdf ([https://www.yac-uk.org/userfiles/leadersaredownloads/CHILD_PROTECTION A...](https://www.yac-uk.org/userfiles/leadersaredownloads/CHILD_PROTECTION_A...))

Further guidance, including is also available via the *NSPCC* (<https://www.nspcc.org.uk/>).

As a guide for responsible and safe working with young people, YAC's code of conduct for its volunteer Leaders states:

You must:

- * Treat all young people with respect
- * Provide an example of good conduct and acceptable behaviour
- * Be competent at all times
- * Respect everyone's right to personal privacy
- * Be available for young people to confide in and, if necessary, refer their concerns to the appropriate person
- * Ensure your actions cannot be misunderstood or cause offence and are acceptable within a relationship of trust
- * Show understanding when dealing with sensitive issues
- * Ensure more than one adult is present or is in sight and hearing during activities
- * Encourage young people to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- * Challenge unacceptable behaviour whether from a young person or an adult
- * Refer any suspicions or allegations of abuse (see YAC Leaders' Handbook pages 39–41)
- * Keep young people's details securely



You must not:

- * Engage in inappropriate physical or verbal contact
- * Make derogatory remarks or gestures, even in jest
- * Show favouritism
- * Spend periods of time alone with an individual or take them to your home
- * Permit abusive behaviour, e.g. bullying, ridiculing or taunting
- * Jump to conclusions or make assumptions about others
- * Encourage inappropriate, attention-seeking behaviour such as tantrums or crushes
- * Deliberately place yourself or others in compromising situations
- * Believe 'it could never happen to me' or rely on your good name or the good name of the Club/Organisation to protect you
- * Transport individual young people in your private car unless absolutely necessary
- * Engage in rough, physical or sexually provocative games
- * Provide young people with name badges when working in public places
- * Use members' details for anything other than informing them of your organisation's activities
- * Name any individual members shown in images or use images when consent has not been given

Further detail around this code of conduct can be found in the YAC Handbook (<https://www.yac-uk.org/yac-handbook>). In addition, the NSPCC, through the company Educare, has developed a short training programme entitled 'Child protection - an introduction' (<https://learning.nspcc.org.uk/training/introductory/child-protection-an-...>) which covers the key information regarding child protection. There is a cost for this course.

3. Safe recruitment procedures

It is essential to ensure that anyone working or volunteering with young people is suitable to do so. The NSPCC has developed a training programme entitled 'Safer Recruitment and Selection in education' which covers everything you need to know in this area, see: (<https://learning.nspcc.org.uk/training/schools/safer-recruitment-in-educ...>)

In general, it is standard practice to ask anyone working with young people to complete an application form that asks them to supply two references and, where appropriate, seek a Disclosure check from the relevant Disclosure body (see step 4 below). As an example, the Scout Association have a *six step approach to volunteer recruitment* (<https://members.scouts.org.uk/supportresources/3212/six-steps-of-recruit...>).

4. Disclosure processes

A Disclosure is a certificate showing details of an individual's criminal records history and can be used to decide whether an individual is suitable to work with young people. Some organisations, such as schools, are required by law to conduct Disclosure checks. There are different systems in place for Disclosure depending on where in the UK you are. Each system has its own guidelines as to who should be the subject of a check (see below), but many people regularly working or volunteering with young people will need to have a Disclosure check; checks for volunteers are free across the UK. However, Disclosure applications can only be submitted by an organisation directly registered with the relevant Disclosure body. If you are not a registered organisation, are self-employed, or are an individual, then you can use the services of an 'umbrella' body to submit your application; details of how to find an umbrella body are shown below.

The Disclosure body in England and Wales is the Disclosure and Barring Service (DBS): (<https://www.gov.uk/dbs-check-applicant-criminal-record>) . Currently the DBS have guidance online as to *who is eligible for a DBS check* (<https://www.gov.uk/government/collections/dbs-checking-service-guidance--2>). If you need to use an umbrella body to submit a Disclosure application, you can find details here: (<https://www.gov.uk/find-dbs-umbrella-body>)



The Disclosure body in Northern Ireland is *Access Northern Ireland* (www.accessni.gov.uk). People working or volunteering with young people would fall under the guidance issued for 'Enhanced Disclosures' and there is a section online (<https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through...>). If you need to use an umbrella body to submit a Disclosure application you can find details here: (<https://www.nidirect.gov.uk/articles/accessni-umbrella-bodies>)

Scotland has a new Disclosure system called the Protection of Vulnerable Groups Scheme (PVG Scheme). The body operating the PVG Scheme is *Disclosure Scotland* (www.disclosurescotland.co.uk) but voluntary organisations can register with *Disclosure Scotland* (<https://www.mygov.scot/pvg-scheme/>) as they process PVG Scheme applications on behalf of volunteers. The PVG Scheme works on the basis of deciding whether an activity/role is considered to be 'regulated' work. If it is, anyone doing this work (including in a voluntary capacity) must be a member of the PVG Scheme. It is a criminal offence for organisations to offer 'regulated' work/volunteering opportunities to people who are not PVG Scheme members. Therefore it is very important for organisations

to assess whether what they do is 'regulated' work. This can be done using an *online self assessment tool*(http://www.disclosurescotland.co.uk/pvg_training/self-assessment).

In Jersey, Guernsey and the Isle of Man CRB checks can be carried out using the English and Welsh Criminal Records Bureau systems (see above). However, we recommend that you contact the relevant Government authority *States of Jersey*(<http://www.gov.je>), *States of Guernsey* (<http://www.gov.gg>), *Isle of Man Public Services* (<http://www.gov.im>)) for further advice if this is relevant to your group's location and planned activities.

Ex-offenders

Having a criminal record does not necessarily disqualify someone from working with young people. Your organisation or group should therefore develop a policy regarding the recruitment of ex-offenders.

5. Ways of working with different age ranges and abilities You might want to think about using different activities and approaches when working with young people, as they can have a wide age range and differing abilities. The *YAC Leaders' Handbook* (<https://www.yac-uk.org/yac-handbook>) offers relevant advice to their volunteers .

6. Health and Safety

Risk assessments: As with all types of activity, you need to be aware of health and safety requirements, including the need to carry out risk assessments for all activities and the venue/site you will use. Don't forget, young people may not have the same understanding as you of what constitutes a risk so you will need to think through your activity carefully and decide what information they will need to be briefed with. YAC guidance on Managing Risks through Risk Assessments can be found in the YAC Leaders Handbook (<https://www.yac-uk.org/yac-handbook>). The YAC risk assessment template includes a section where you can record briefings about the activity suitable for use with young people. The ClfA also have risk assessment templates and exemplars available at:

([https://www.archaeologists.net/sites/default/files/ClfA_risk_assessment ...](https://www.archaeologists.net/sites/default/files/ClfA_risk_assessment_...))

(<https://www.archaeologists.net/sites/default/files/Risk%20assessments%20...>). Part of your venue risk assessment when working with young people should include what access the general public has to the venue during your session and what provision there is for toilet facilities.

Supervision: It is important to ensure as part of your risk assessment that you have enough adults available to run sessions safely. Different activities and different audiences will require different levels of supervision but, to give an idea, YAC sessions are generally run with an adult/child ratio of one adult to every eight young people.

Permission and Medical Forms: You should ensure that you have written permission from young people's parents/guardians to undertake the activities that they will engage in. For an exemplar form, see:

(<https://www.yac-uk.org/forms-for-members>), these include written permission to take photographs of young people and you should give people the ability to opt in and out of how photographs are subsequently used, especially in relation to the internet. If you do have permission to use images of young people on the internet, you should not give their full name or address details alongside the image.



You should also ensure that you have emergency contact numbers for parents/guardians and an outline of any medical conditions or special needs participants have.

If you plan to contact young people by email, it is best to ask for a parent/guardian's address to use. If you do have a young person's email address, you should consider getting written permission from parents/guardians to use it, and you should always use the 'bcc' function when sending email messages, to avoid others having access to the contact details.

7. Insurance

Check that any insurance you have specifically covers under-18s.

Important References

- * *YAC Handbook and resources*(://www.yac-uk.org/yac-handbook)
- * *NSPCC website and helpline*(<http://www.nspcc.org.uk/default.html>)
- * *NSPCC Training Courses*(<https://learning.nspcc.org.uk/training/>)
- * *Childline*(<http://www.childline.org.uk/Pages/Home.aspx>)
- * *Disclosure details* Please refer to Point 4 above, as the requirements and information vary for different parts of the UK and Crown Dependencies.

18. Project design and project report checklists and definitions

Definitions of project report and design sections

Non-technical summary

This should outline in plain, non-technical language the principal reason for the work, its objectives and main results. It should include reference to authorship and commissioning body.

Introduction or Introductory Statements

This should set out the scope of the project, circumstances leading to the commission of the report, circumstances and dates of fieldwork, acknowledgements, any restrictions on reporting or access to relevant records, a brief archaeological, historical, topographical or

technical background to the site. Also describe the size of the site, and state who carried out the project.

Site description

Description of the structure, building or complex as found including archaeological interpretation of sequence, construction or function, use of materials. The description should use terminology appropriate to the architecture of the period. The results of any associated belowground archaeological work should be incorporated into the site description.

Aims and objectives

These should reflect or reiterate the aims set in the project design or specification.

Methodology

The methods used and an outline of sources consulted, including any variation to the agreed project design or specification, should all be set out carefully and explained as appropriate. For a geophysical survey, the Methodology should also include the date(s) of field work and grid location; the geophysical instruments used; their configuration and sample intervals; the method(s) of data capture, data processing and presentation.

Documentary research

Presentation of map, pictorial, documentary or other research, setting out implications of source for understanding the archaeology of the site and its ability to inform.

Analysis and interpretation

Analysis and interpretation of the site, drawing together documentary, archaeological, technical, dating and other sources including a summary of specialist contributions in a description of the development and function of the site through time.

Summary of archaeological results

This should outline, as a series of objective statements organised clearly in relation to the methods used, the known and potential archaeological interests by period and/or type. Their significance with reference/inclusion of supporting evidence should be indicated.

Development or other impact (if appropriate)

This should outline the likely effect of the development and other factors on the known or potential archaeological resource. If the precise impact cannot be evaluated, this should be stated. For historic buildings, implications for the archaeology of the site of any development, repair, demolition or management proposals.

Conclusions

It is appropriate to include a section which summarises and interprets the results, and puts them into context (local, national or international). For buildings recording this could also include archaeological, historical or technical context in terms of setting, origin, purpose, form, construction, design, materials or status. The section should include a statement on the reliability of the sources or any limitation imposed on the work. Other elements should include a confidence rating or statement on the reliability of sources used, or limitations imposed by particular factors. Recommendations on further work may also be required, but

in most circumstances within the planning framework this will be the responsibility of the relevant planning archaeologist or curator.

Conclusions (in the case of a geophysical survey)

The conclusions should address the survey results with references to the original aims. It is appropriate to include a section which sums up and interprets the results, and conclusions may be drawn, where necessary, about the need for future survey or research. Other elements could include a confidence rating on techniques used, or on limitations imposed by particular factors (e.g. weather or problems of access). Recommendations on further work may also be required by the archaeologist, but in most circumstances within the planning framework this will be the responsibility of the relevant planning archaeologist or curator.

Appendices

These should consist of essential technical and other detail to support the rest of the report or project design. They may consist of a copy of the brief/specification/project design for the work, summaries of sources of evidence consulted with reference to location, a table of individual archaeological contexts (if used or gazetteer of site components), details of supporting technical or dating work, specialist contributions in full, catalogue numbers etc, summaries of sources, transcripts or copies of documents (where copyright permissions exist or are attainable), project archive catalogue, list of consultees, index to site codes.

Illustrations

Most reports will need the inclusion of one or more illustrations for clarity; as a minimum a location plan should be included. Any plans or sections should be clearly numbered, easily referenced to the National Grid and related to the specified area. For building recording, also illustrations including modern location map, site survey, as-found drawings, detail drawings, interpretative drawings, analytical drawings, record photographs and copies of relevant historic sources (e.g. historic OS, tithe and estate maps, historic illustrations). These may be within text or at the end, or where needed for site purposes in an attached pocket. They should be clearly numbered and easily referenced.

Results

These should be set out as a series of summary objective statements, organised clearly in relation to the methods used, and describing both structural data and associated finds and/or environmental data recovered. Descriptive material should be clearly separated from interpretative statements. Technical terminology (including dating or period references) should be explained where necessary if the report is aimed at a largely non-archaeological audience. The results should be amplified by the use of drawings and photographs; and by supporting data contained in appendices.

Results (in the case of a geophysical survey)

The format of this section will depend on the clarity, simplicity or complexity of the results. A factual account of the survey results, followed by a section on their interpretation and discussion can be used, alternatively, a blend of objective description and explanatory interpretation drawn upon supporting information from other sources may be presented. However, anomaly by anomaly narrative detail is often tedious and should be avoided. Nevertheless, this section should demonstrate that the archaeological potential of all anomalies located during the survey has been considered and the maximum use should be made of data plots and interpretation plans in this regard. Since the cause of anomalies

often cannot be unambiguously determined based on geophysical measurements alone, the text should also be clear about the degree of uncertainty pertaining to inferences drawn from the results. The review of additional survey data (such as aerial photography, earthwork and topographic survey, field walking), archaeological records, geotechnical investigations and on site observations can complement and elucidate upon the interpretation of geophysical survey results.

Archive location

The final destination of the archive (records and finds) should be noted in the report.

References and bibliography

A list of all primary and secondary sources. including maps and illustrations if not referenced elsewhere . Also include electronic sources, and, where appropriate, essential technical detail and supporting information.

Plans/plots (in the case of a geophysical survey)

As a minimum the following plans/plots should be included:

Survey grid location (1:2500 minimum)

Plot(s) of minimally processed data* (1:1000 preferred minimum)

Minimally enhanced X-Y traces of magnetic data, where appropriate

Interpretation diagram (1:1000 preferred minimum)

Additional plans/plots that may be included as appropriate:

Plot(s) of enhanced data** (1:1000 preferred minimum)

Other plots which aid interpretation or presentation

*minimally processed data - processes to mitigate for artefacts introduced into the data by the prospecting instrumentation and/or strategy (see English Heritage 2008). Such processing should not mitigate the requirement for the collection of high quality raw data.

**enhanced data – processes that are intended to enhance geophysical anomalies for interpretation and/or presentation.

Other

Contents list, disclaimers.

Sources to Consult for Desk-based Assessments

The following are some key sources that should be consulted for a desk-based assessment:

* Visual inspection of site;

* Geological maps;

* Trial pit and borehole data from the site and in the near vicinity, where available;

* Geophysical and geo-technical data;

- * Plans and maps of the site and its immediate environs, including medieval (tithe, parish and enclosure maps) and early modern pictorial and surveyed maps, e.g. c.1562, Ogilby and Morgan 1676, Rocque 1746, Horwood 1780, and Ordnance Survey maps (1st and subsequent series), including pre- and post-war, as appropriate, such as Fire Insurance maps;
- * Aerial photographs where these are available;
- * Historical documents held in museums, libraries or other archives, in particular the local history and archives library;
- * Unpublished research reports and archive, held by archaeological contractors prior to deposition in publicly accessible museum archives;
- * Survey drawings of the ground and basement floors of the existing building or buildings on the site, with levels and sections, including foundations, and, where relevant and available, previous buildings. Where appropriate, reference to the planning history including reference to planning application and listed building consent drawings should be made;
- * Local Historic Environment Record (HER) or Sites and Monuments Record (SMR) – accessed via your local authority archaeologist (in England), the Welsh Archaeological Trusts (in Wales), Historic Scotland and RCAHMS (for Scotland), the Northern Ireland Environment Agency (for Northern Ireland), Manx National Heritage (for the Isle of Man), Guernsey Museums and Galleries (for Guernsey, Sark, Alderney, Jethou and Herm), or Jersey Heritage (for Jersey).
- * Also try Heritage Gateway for access to Historic Environment Records (www.heritagegateway.org.uk)
- * Appropriate archaeological and historical journals and books;
- * Trade and Business Directories;
- * Presence of listed buildings or scheduled ancient monuments;
- * Tree preservation orders;
- * Published articles and monographs; references can be found at the British and Irish Archaeological Bibliography (www.biab.ac.uk)
- * Portable Antiquities Scheme (www.finds.org.uk) especially for distribution of finds
- * Local Records or County Records Office
- * Local Studies Libraries
- * The National Archive

For information about where to access some of these sources, see *Essential Contacts and Help*(<http://isgap.org.uk/docs/14>)

Checklists

Desk-based Assessment Project Design contents

The following should be included in the specification or project design of a desk-based assessment:

- * non-technical summary
- * site location (including map) and description
- * context of the project
- * geological and topographical background
- * archaeological and historical background
- * general and specific aims of study
- * proposed study methodology (including specified sources)
- * field visit (purpose and methodology)
- * report preparation (method)
- * publication and dissemination proposals
- * reference to relevant legislation
- * copyright considerations
- * archive deposition
- * timetable
- * staffing
- * Health and Safety considerations (if a field visit is included)
- * monitoring or mentoring procedures
- * contingency arrangements (if appropriate)

Desk-based Assessment Report Contents

The following should be included in the report of a desk-based assessment:

- * non-technical summary
- * introductory statements
- * aims and purpose of assessment
- * an objective summary statement of results
- * conclusion, including a confidence rating
- * supporting illustrations at appropriate scales
- * supporting data, tabulated or in appendices
- * index to and location of archive
- * references (sources consulted)

Site Evaluation Project Design Contents

The following should be included in the specification or project design of an archaeological site or field evaluation:

- * Non-technical summary
- * Site location (including map) and descriptions
- * Context of the project
- * Geological and topographical background
- * Archaeological and historical background
- * General and specific aims of fieldwork
- * Reference to relevant legislation
- * Field methodology
- * Collection and disposal strategy for artefacts and ecofacts
- * Arrangements for immediate conservation of artefacts
- * Post-fieldwork methodology
- * Report preparation (method)
- * Publication and dissemination proposals
- * Copyright
- * Archive deposition
- * Timetable
- * Staffing
- * Health and Safety considerations
- * Monitoring or mentoring procedures
- * Contingency arrangements (if appropriate).

Site Evaluation Report Contents

The following should be included in the report of an archaeological site or field evaluation:

- * Non-technical summary
- * Introductory statements
- * Aims and purpose of the evaluation
- * Methodology
- * An objective summary statement of results
- * Conclusion, including a confidence rating
- * Supporting data, tabulated or in appendices, including as a minimum a basic quantification of all artefacts and ecofacts (number and weight), and structural data
- * Index to and location of archive
- * References

Excavation Project Design Contents

The following should be included in the specification or project design of an archaeological excavation:

- * non-technical summary
- * site location (including map) and descriptions
- * context of the project
- * geological and topographical background
- * archaeological and historical background
- * reference to legislation
- * general and specific aims of fieldwork
- * field methodology

- * collection and disposal strategy for artefacts and ecofacts
- * arrangements for immediate conservation of artefacts
- * post-fieldwork methodology and report preparation
- * report preparation (method)
- * publication and dissemination proposals
- * copyright
- * archive deposition
- * timetable
- * staffing
- * Health and Safety considerations
- * monitoring or mentoring procedures
- * contingency arrangements (if appropriate)
- * licensing arrangement/criteria (for excavation in Northern Ireland)

Watching Brief Project Design Contents

The following should be included in the specification or project design of an archaeological watching brief:

- * non-technical summary
- * site location (including map) and descriptions
- * context of the project
- * geological and topographical background
- * archaeological and historical background
- * general and specific aims of fieldwork
- * reference to relevant legislation
- * field methodology
- * collection and disposal strategy for artefacts and ecofacts
- * arrangement for immediate conservation of artefacts
- * post-fieldwork methodology
- * report preparation (method)
- * publication and dissemination proposals
- * copyright
- * archive deposition
- * timetable
- * staffing
- * Health & Safety considerations
- * Monitoring or mentoring procedures
- * contingency arrangements (if appropriate)

Watching Brief Report Contents

The following should be included in the report of an archaeological watching brief:

- * Introductory statements
- * Aims and objectives
- * Methodology
- * Results
- * Conclusions

- * Archive location
- * Appendices
- * Illustrations
- * References and bibliography
- * Other (i.e. contents list, disclaimers, any other information deemed appropriate)

Building Recording Project Design Contents

The following should be included in the specification or project design of an archaeological investigation and recording of standing buildings or structures:

- * non-technical summary
- * site location (including map) and descriptions
- * context of the project
- * archaeological and historical background
- * general and specific aims of fieldwork
- * legislative requirements
- * field survey/research methodology
- * collection and disposal policy for artefacts and ecofacts
- * arrangements for immediate and long-term conservation of artefacts
- * post-fieldwork methodology
- * report and record drawing preparation
- * publication and dissemination proposals
- * copyright
- * archive deposition
- * timetable
- * staffing
- * Health & Safety considerations
- * monitoring or mentoring procedures
- * contingency arrangements (if appropriate)

Building Recording Report Contents

The following should be included in the report of an archaeological investigation and recording of standing buildings or structures:

- * non-technical summary
- * introductory statements
- * aims and objectives
- * methodology
- * structural description
- * documentary research
- * analysis
- * conclusion
- * supporting drawings, photographs etc
- * supporting data
- * index to/location of archive
- * references

ClfA Checklist for Finds Work

- * Project planning
 - * Gather information on the site and its vicinity, including:
 - the nature of the site (geology, geography, soil conditions)
 - consultation of the SMR and local museums for earlier finds
 - predicted period and type (e.g. urban, rural, village, manor) of site
 - previous intrusive or non-intrusive investigation
 - ownership and requirements for the deposition of archaeological material
 - * Contribute to the setting of the project's research aims.
 - * Identify, and liaise with, all project specialists.
 - * Carry out costings for the fieldwork and assessment stages of the project. These will be based on the information acquired above and the predicted scale, and agreed sampling policy, of the excavation. Costings will take account of:
 - estimated finds recovery rates and material types
 - feedback of information to fieldwork staff
 - processing time
 - provision for x-radiography of all ironwork and emergency conservation
 - materials required for packaging and documentation
 - staff time, including any external specialists and related transport costs
 - provision for box storage grant for recipient museum or other approved repository
- Once the project design has been accepted, inform all specialists and agree the provisional timetable for the project.*
- * Establish the processing procedures both on-site and off-site, and agree areas of responsibility within the project team.
 - * Set-up the processing area, ensuring that it:
 - complies with all Health & Safety regulations;
 - is secure;
 - has adequate light, heat and water sources;
 - has adequate room to both work in and form an interim storage area for non-sensitive finds;
 - is furnished with the necessary equipment, materials and furniture.
 - * Once excavation is completed, ensure that all finds are documented and packaged appropriately. Submit all ironwork, and any other metals deemed necessary, for x-radiography.
 - * Assessment

In order to assess the potential of the finds to address the project research aims it is necessary to:

- quantify the assemblages by material and state their condition
- state their provenance, including how retrieved (hand excavated, metal detected, within soil samples), and contextual integrity
- provide an identification and date range of the assemblages
- identify both the extent to which the assemblages can contribute to each of the project's stated aims and any new aims which may be addressed

An updated project research design must be compiled in consultation with all project specialists and this will include:

- identifying finds requiring further analysis, in order to meet the project's research aims
- a method statement detailing how further analysis will be carried out
- a detailed task list of work to be carried out, including further analytical, stabilising or display conservation
- the cost of this work
- a timetable for each task
- publication scope and format

Analysis and report preparation

The assemblages must be analysed in accordance with the stated project research aims and agreed method statements. This work will normally include the preparation of catalogues and publication reports. All reports from specialists should be acknowledged and retained as part of the research archive.

Archiving, accessioning and dissemination

The material and documentary archive should be deposited with the recipient museum or other approved repository according to their stated requirements.

Seek to obtain from the owner of the material archive transfer of title to the recipient museum or other approved repository upon deposition (in England, Wales and Northern Ireland), if not already established.

The archive, both material and documentary, should be deposited in the recipient museum or other approved repository for long-term storage, and where appropriate be accompanied by a storage grant.

A security copy of the fieldwork archive (in Scotland the original) should be deposited with the NMR and a summary statement of the results of the project should be transmitted to the local SMR. In Scotland this is with RCAHMS. In Northern Ireland it is a condition of the licence that a summary report is forwarded to the licensing body within four weeks of the end or temporary cessation of fieldwork. The licensing body also maintains the Monuments and Buildings Record (MBR) and should receive the original fieldwork archive or a complete and comprehensive copy.

A report of the excavated materials and analyses should be disseminated and, where appropriate, published.

See also the required contents of a Post-excavation Assessment Report and a Historic Scotland Data Structure Report.

Nautical Archaeological Recording Project Design Contents

The following should be included in the specification or project design of a nautical archaeological investigation:

- * non-technical summary
- * site location (including map) and descriptions
- * context of the project
- * archaeological and historical background
- * general and specific aims of fieldwork
- * legislative requirements
- * methodology – to include recording strategy applicable reconstruction philosophy
- * collection and disposal policy for artefacts and
- * arrangements for immediate and long term conservation of artefacts
- * post fieldwork methodology and where reconstruction philosophy
- * report and record drawing preparation
- * publication and dissemination proposals
- * copyright
- * archive deposition
- * timetable
- * staffing
- * health and safety
- * monitoring or mentoring procedures
- * contingency arrangements (if applicable)

Nautical Archaeological Recording Report Contents

The following should be included in the report of a nautical archaeological investigation:

- * non-technical summary
- * introductory statements
- * aims and purpose of the evaluation
- * methodology including reconstruction philosophy where applicable
- * an objective summary statement of results
- * conclusion, including a confidence rating
- * supporting illustrations at appropriate scales
- * supporting data, tabulated or in appendices, including as a minimum a basic quantification of all artefacts and ecofacts (number and weight), and structural data
- * index to and location of archive
- * references

Geophysical Survey Project Design Contents

The following should be included in the specification or project design of an archaeological geophysical survey:

- * Non-technical summary
- * Site location (including map) and descriptions (including conditions at time of survey)
- * Designations (Scheduled Monument number(s))
- * Context of the project
- * Geological/geomorphological and topographical background
- * Archaeological and historical background
- * General and specific aims of the survey
- * Reference to relevant legislation
- * Survey methodology including argued justification for the techniques used
- * Report preparation (method) including data processing and presentation
- * Publication and dissemination proposals/requirements
- * Copyright
- * Archive deposition
- * Timetable
- * Staffing
- * Health and Safety considerations
- * Monitoring or mentoring procedures
- * Contingency arrangements (if appropriate)

Geophysical Survey Report Contents

The following should be included in the report of an archaeological geophysical survey:

- * Non-technical summary
- * Introductory statements
- * Aims and purpose of the evaluation
- * Methodology and Equipment
- * Data processing and presentation
- * Datums and Positioning (for marine survey reports)
- * Results
- * Conclusion
- * Plans/plots of raw and processed data and interpretations
- * Index to and location of digital archive
- * References

Data Structure Report Contents

A data structure report is a requirement in Scotland, and would be expected to be an output of any archaeological investigation, including site evaluation, excavation, watching briefs, and nautical archaeological investigation. Its contents are listed here for guidance. The level of detail required will depend on the quantity and complexity of data.

A data structure report should be produced speedily after each fieldwork exercise or season of fieldwork. It provides a structure for the records of an excavation, and is the basis for further analysis and final archiving of the site archive. It includes:

1) Lists of data

- * context numbers with brief descriptions
- * other written documents
- * plans, sections and other illustrations
- * photographs (annotated)
- * small finds lists, with context numbers and brief descriptions of important objects

This list is copied to the Queen's and Lord Treasurer's Remembrancer, forming the basis for allocating finds to a museum with a description and explanation of why environmental archaeology samples were taken.

2) A narrative account of the site sequence explaining

- * the relationship between groups of contexts
- * important finds
- * provisional interpretations
- * sequence diagrams, sketch plans and other diagrams as required
- * environmental archaeology samples

In Scotland, the data structure report is accompanied by a site summary intended for publication in *Discovery and excavation in Scotland* published by Archaeology Scotland.

Glossary



The technical terms and organisational names and acronyms used by archaeologists are manifold, and can be very bemusing even to those working in archaeology! The glossary below is hence quite large, but should contain most of the terms and names that you are likely to come across in archaeology in the United Kingdom. To help with finding the term you are looking for, it is divided into three sections: archaeology and heritage organisations; projects and resources, and technical archaeological terms.

The glossary terms are taken primarily from the ClfA Standards and Guidance, and also from *Informing the Future of the Past: Guidelines for Historic Environment Records* (<https://archaeologydataservice.ac.uk/ifp/>). Further terminology, should you need it, can also be accessed via the *Forum on Information Standards and Heritage Thesaurus* (<http://www.heritage-standards.org.uk/fish-vocabularies/>).

Archaeology and Heritage Organisations, and their acronyms

AHDS - Arts and Humanities Data Service: was funded by the academic community to collect, catalogue and preserve digital data and distribute these for use in teaching and research.

ALGAO UK – Association of Local Government Archaeological Officers. www.algao.org.uk.

Archaeology Scotland – formerly called the Council for Scottish Archaeology. Archaeology Scotland is a voluntary membership organisation that works to secure the archaeological heritage of Scotland for its people through education, promotion and support. www.archaeologyscotland.org.uk

ARIA – Association of Regional and Island Archaeologists. ARIA represented the most senior archaeologists employed by or for local planning authorities in Scotland, but in 2006 merged with colleagues from England and Wales to form ALGAO UK (see above).

ATF – Archaeology Training Forum. [http://archaeologytraining.org.uk/](http://archaeologytraining.org.uk)

BAJR - British Archaeological Jobs and Resources. <http://www.bajr.org/>

BAR – 1) British Archaeological Reports. <https://www.barpublishing.com/> 2) Buildings at Risk.

BGS – British Geological Survey. <https://www.bgs.ac.uk/>

BTCV – British Trust for Conservation Volunteers (now known as Naturenet). <http://naturenet.net/orgs/btcv.html>

Cadw – Cadw (Welsh for ‘to keep’) is the historic environment division within the Welsh Assembly Government with responsibility for protecting, conserving and promoting an appreciation of the historic environment of Wales. www.cadw.wales.gov.uk.

CBA – Council for British Archaeology. The CBA is an educational charity working throughout the UK to involve people in archaeology and to promote the appreciation and care of the historic environment for the benefit of present and future generations. <http://new.archaeologyuk.org/>

CBA Festival of British Archaeology – Annual UK-wide event celebrating archaeology through publicly-accessible events, coordinated centrally by the CBA. See www.archaeologyfestival.org.uk.

CCN – Countryside Character Network.

CIDOC – Comité International pour la Documentation, Conseil International des Musées: the Documentation Committee of the International Council of Museums.

CIfA – Chartered Institute for Archaeologists (formerly called the Institute of Field Archaeologists): is the professional organisation for archaeologists in the United Kingdom. It promotes professional standards and ethics for conserving, managing, understanding and promoting enjoyment of heritage. <https://www.archaeologists.net/>

CIS - Countryside Information System. <https://countrysidesurvey.org.uk/content/countryside-information-system-...>

COSLA – Convention of Scottish Local Authorities. COSLA is the representative voice of Scottish local government and also acts as the employer’s association on behalf of all Scottish Councils. <http://www.cosla.gov.uk/>

CREE – Contextual Resource Evaluation Environment consortium.

CUCAP – Cambridge University Collection of Aerial Photographs maintained by the Landscape Modelling Unit (formerly Cambridge University Committee on Aerial Photography): a body which has been involved in undertaking aerial-photographic surveys for archaeological and environmental research and management and which holds an important collection of air photographs. <https://www.cambridgeairphotos.com/>

CyMAL – Museums Archives and Libraries Wales. <https://www.culture24.org.uk/mw1716>

DCMS – Department for Culture, Media and Sport. <https://www.gov.uk/government/organisations/department-for-digital-cultu...>

DEFRA – Department for Environment, Food and Rural Affairs. DEFRA was created in June 2001 from the then Ministry of Agriculture, Fisheries and Food (MAFF) and from the environmental and countryside business areas of the then Department of the Environment, Transport and the Regions (DETR). <https://www.gov.uk/government/organisations/department-for-environment-f...>

EAA – European Association of Archaeologists. www.e-a-a.org

EAC – Europae Archaeologiae Consilium. <https://www.europae-archaeologiae-consilium.org/>

EEA – European Economic Area: includes all member states of the European Union plus some countries with associated status.

ENGAGE – National Association for Gallery Education. <https://www.engage.org/>

EU – European Union.

FAME – Federation of Archaeological Managers and Employers. <https://famearchaeology.co.uk/>

FISH – Forum on Information Standards in Heritage (formerly FISHEN). <http://www.heritage-standards.org.uk/>

FWAG – Farming and Wildlife Advisory Group. <http://www.fwag.org.uk/>

GEM – Group for Education in Museums. www.gem.org.uk.

HE - Historic England (The Historic Buildings and Monuments Commission): the statutory body which achieves, enables and promotes conservation of the historic environment in England. <https://historicengland.org.uk/>

HELM – Historic Environment – Local Management. HELM provides accessible information, training and guidance to decision makers in local authorities, regional agencies and national organisations whose actions affect the historic environment. Working with key partners, HELM aims to provide the tools to manage change in the historic environment with increased skill and confidence. English Heritage promotes the need for properly resourced and actively consulted historic environment departments, conservation officers, archaeologists and historic environment records. More than 40% of local authorities have now appointed historic environment champions to provide leadership on heritage issues.

HEIRNET – Historic Environment Information Resources Network: a consortium of UK bodies hosted by the CBA seeking to co-ordinate inter-operability between information systems relating to the historic environment.

HER Forum – Historic Environment Records Forum, co-ordinated by Historic England and ALGAO (and formerly named SMR Forum), is a discussion forum for HER professionals. Discussions are held through an e-mail discussion list and twice-yearly meetings.

Historic Environment Scotland – Historic Environment Scotland is an Agency within the Scottish Executive Education Department and is directly responsible to Scottish Ministers for safeguarding the nation's built heritage, and promoting its understanding and enjoyment. www.historicenvironment.scot

ICOM – International Council of Museums. Organisation for promotion and development of museums and museum professionals at an international level. <http://icom.museum>.

ICOMOS – International Council on Monuments and Sites: the international body responsible for preparing reports on sites proposed for inclusion on the World Heritage list for consideration by the World Heritage Committee. www.icomos.org.

IGGI– Inter Governmental Group on Geographic Information.

IHBC – Institute of Historic Building Conservation. IHBC is the professional institute which represents conservation professionals in the public and private sectors in the United Kingdom and Ireland. The Institute exists to establish the highest standards of conservation practice to support the effective protection and enhancement of the historic environment. <http://www.ihbc.org.uk/>

LGA – Local Government Association. The LGA promotes the interests of English and Welsh local authorities. It aims to put local councils at the heart of the drive to improve public services and to work with government to ensure that the policy, legislative and financial context in which they operate supports that objective. <https://www.local.gov.uk/>

LSC – Learning and Skills Council. the LSC was responsible for planning and funding further education (post-16 education and training other than higher education) in England. It was abolished in 2010 and replaced by the Skills Funding Agency and the Young People's

Learning Agency. <https://www.gov.uk/government/organisations/education-and-skills-funding...>

MA - Museums Association. <https://www.museumsassociation.org/home>

MOD – Ministry of Defence. <https://www.gov.uk/government/organisations/ministry-of-defence>

MSC – Manpower Services Commission: a government agency which funded programmes with the aim of giving work experience to people who had been unemployed for long periods of time. Many local government organisations ran MSC-funded schemes to capture information into Sites and Monuments Records (SMRs).

NAS – Nautical Archaeology Society. www.nauticalarchaeologysociety.org.

Natural England – Natural England brings together English Nature, the Countryside Agency and the Rural Development Service. <https://www.gov.uk/government/organisations/natural-england>

NLHF – National Lottery Heritage Fund. Major funder of heritage projects, particularly those involving local communities. <https://www.heritagefund.org.uk/>

NMW – National Museums of Wales. <https://museum.wales/>

NMS – National Museums Scotland. <https://www.nms.ac.uk/>

OS – Ordnance Survey. <https://www.ordnancesurvey.co.uk/>

PAS – Portable Antiquities Scheme Established by the DCMS with the British Museum to promote the recording of archaeological objects found in England and Wales by members of the public, particularly metal-detector users. www.finds.org.uk.

Public Record Office – became the National Archives . The national organisation responsible for curating archive collections that include national government papers. <http://www.nationalarchives.gov.uk/>

RAF – Royal Air Force: the RAF has been engaged in aerial photography and other remote-sensing techniques since its inception. In the ten years after World War II, the RAF undertook routine aerial-survey programmes to produce vertical photographs for use by the OS in mapmaking. <https://www.rafmuseum.org.uk/research/default/photographs/aerial-photogr...>

RCHME – Royal Commission on the Historical Monuments of England. In 1999, the RCHME was merged with English Heritage.

RCAHMS – Royal Commission on the Ancient and Historical Monuments of Scotland. Now part of Historic Environment Scotland. <https://www.historicenvironment.scot/archives-and-research/archives-and-...>

RCAHMW – Royal Commission on the Ancient and Historical Monuments of Wales. <https://rcahmw.gov.uk/>

RDA - Regional Development Agencies. <https://www.englishrdas.com/>

SCONUL – Society of College, National and University Libraries. <https://www.sconul.ac.uk/>

SMR Forum (Scotland) – A forum formed in order to implement the recommendations of the Baker Report (1999) in Scotland's 18 Sites and Monuments Records (SMRs). <http://smrforum-scotland.org.uk/>

U3A – University of the Third Age. <https://www.u3a.org.uk/>

UNESCO – United Nations Educational, Scientific and Cultural Organisation: a specialised agency of the UN which works to preserve our cultural heritage, bringing together those who can help all nations set the course towards co-operation, development and peace. <https://en.unesco.org/>

WAC – World Archaeological Congress. <https://worldarch.org/>

WG – Welsh Government. <https://gov.wales/?lang=en>

WoSAS – West of Scotland Archaeological Service. <https://www.wosas.net/>

YAC – Young Archaeologists Club. <https://www.yac-uk.org/>

Glossary: Archaeological Resources and Projects

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The glossary terms are taken primarily from the CIfA Standards and Guidance, and also from Informing the Future of the Past: Guidelines for Historic Environment Records (<http://archaeologydataservice.ac.uk/ifp>). Further terminology, should you need it, can also be accessed via the Forum on Information Standards website (<http://thesaurus.historicengland.org.uk/newuser.htm>).

Archaeological Resources and Projects, and their acronyms

ADS – Archaeology Data Service: provides services for the AHDS relating to digital resources that are created as a product of archaeological research, in collaboration with national and local agencies.

AONB – Area of Outstanding Natural Beauty.

Archaeological Objects Thesaurus – A thesaurus (see above) to provide indexing terminology for archaeological objects.

*BIAB – British and Irish Archaeological Bibliography: an annual indexed list of archaeological publications for Great Britain and Ireland maintained by the CBA, with funding from national heritage agencies and others. www.biab.ac.uk

CANMAP – A map enabled query system for Canmore (see below). <http://jura.rcahms.gov.uk/CANMAP/Map>

Canmore – Canmore is the name given to the RCAHMS database. It contains details of numerous archaeological sites, monuments, buildings and maritime sites in Scotland, together with an index to the drawings, manuscripts and photographs in the NMRS collections. Images of some of the photographs or drawings in the collection are also available in Canmore. <http://canmore.rcahms.gov.uk>. Searches can be made on name, location, site type or collection, or by using the Canmore mapping service, CANMAP (see above).

CARN (Wales) – Core Archaeological Record Index. CARN is a national information resource for archaeology and architecture compiled by archaeological organisations across Wales. <http://arch.oucs.ox.ac.uk/detail/89235/index.html>

Coflein – Coflein is the online database for the National Monuments Record of Wales (NMRW) – the national collection of information about the historic environment of Wales. The name is derived from the Welsh cof (memory) and lein (line) www.coflein.gov.uk.

CRM – Cultural Resource Management.

DAC – Diocesan Advisory Committee. <http://www.churchcare.co.uk/churches/church-buildings-council/who-s-who/...>

Diocesan archaeologist – Church of England archaeological adviser.

DOB – the CBA's Defence of Britain project. This is no longer active, but the results of survey of WW2 defence sites can be found at: <https://archaeologydataservice.ac.uk/archives/view/dob/>

DPA – Data Protection Act: 1998 Act of Parliament setting out the obligations of the holders of personal data to the subjects of that data.

ELS – Entry Level Agri-Environment Scheme (England). www.naturalengland.org.uk/ourwork/farming/funding/es/default.aspx

Environmental record – Records of the natural environment.

ESA – Environmentally Sensitive Area.

Excavation Index – Historic England's (previously English Heritage) record of archaeological interventions in England maintained by the National Monuments Record (NMR). For more information see <https://archaeologydataservice.ac.uk/archives/view/304/>

Festival of British Archaeology – formerly known as National Archaeology Week. Two-week long annual celebration of archaeology across the UK through hundreds of events and activities. The Festival of British Archaeology is coordinated by the Council for British Archaeology. www.archaeologyfestival.org.uk.

FLO – Finds Liaison Officer of the Portable Antiquities Scheme (PAS) – see www.finds.org.uk.

FOI – Freedom of Information Act, 2000.

HBR – Historic Buildings Records: a name used for local-authority records providing an information-management tool for both listed buildings and other buildings of local and regional historical interest.

HEIRS – Historic Environment Information Resources: organisations with information systems relating to archaeology and the historic environment.

Historic Environment Record (HER) – this holds information on archaeological sites, historic buildings and other historic environment features, most commonly at a county level. Most HERs are open for users to visit and consult records and maps. Many can be consulted online, while others provide information on request. HERs are continually updated by local authority archaeologists, archaeological contractors and the results of any other archaeological research provided that this is passed on to the HER Officer or equivalent. HERs are also updated using online dissemination via OASIS. Online access to HERs is constantly being improved, and at present England's HERs can be accessed via *Heritage Gateway*(<http://www.heritagegateway.org.uk/gateway>), while Wales' can be accessed via *Archwilio*(<http://www.archwilio.org.uk>) or the *Historic Wales Portal*(<http://jura.rcahms.gov.uk/NMW/start.jsp>).

HLA – Historic Landuse Assessment: an analysis of past and present land use in Scotland

HLAMAP – HLAMAP is a web-based presentation of HLA data for Scotland that allows the user to view the data by Historic Land-use Type, Period or Category as well as by Relict Period and to print out a report of any selected area. <http://hla.rcahms.gov.uk>.

HLC – Historic landscape characterisation: Historic England (formerly English Heritage) programme to inform landscape-conservation strategies in the context of planning and agricultural policies. It is aimed at ascertaining and presenting the historic character of the present day landscape, in a form which accurately represents the complexity of the evidence.

HLS – Higher Level Agri-Environment Scheme. www.naturalengland.org.uk/ourwork/farming/funding/es/hls/default.aspx

HPR – Heritage Protection Review.

Images of England – Images of England is an EH, HLF funded project to put a photograph of every Listed Building on the internet

ISBN – International Standard Book Number.

LaMIS – Land Management Information Service. <http://www.landis.org.uk/services/>

LB Online – a version of LBS accessible to Local Authorities and Statutory Amenity Societies via the internet.

LBS – Listed Building System. The LBS is the Historic England (formerly English Heritage) database for managing information on Listed Buildings.

LCA – Landscape Character Assessment.

LCT – Landscape Character Types

LHI – Local Heritage Initiative: a national grant scheme that was funded by the Heritage Lottery Fund and the Nationwide Building Society to help people care for their local landscape, landmarks and traditions. The national scheme followed Countryside Agency pilot projects, which ranged from lime-kilns to local histories, wildlife sites to walls and way marks.

LPA – Local Planning Authority.

MAGIC – Multi-Agency Geographic Information for the Countryside: this brings together spatial information from a number of key environmental schemes and designations from six government organisations. The MAGIC partners are: DEFRA (Department for Environment, Food and Rural Affairs), Historic England (formerly English Heritage), Natural England, Environment Agency, Forestry Commission, Department for Communities and Local Government.

MARS – Monuments at Risk Survey: funded by English Heritage and run by Bournemouth University.

MPP – Monuments Protection Programme: an English heritage programme of site evaluation with the aim of adding to the schedule of nationally important Scheduled Monuments.

National Heritage Datasets – A series of computer-based records maintained by Historic England (formerly English Heritage), including: National Monuments Record (the AMIE database); Record of Scheduled Monuments (RSM database); List of Buildings of Special Architectural or Historic Interest (LBS database); Register of Parks and Gardens; Battlefields Register; Buildings at Risk Register; Protected Wrecks and list of World Heritage Sites.

NGR* – National Grid Reference: a spatial referencing system for the British Isles developed by the Ordnance Survey (OS). A National Grid Reference locates a point north and east of a

point of origin that lies close to the Isles of Scilly, and so is a different system from the use of latitude and longitude.

NLAP – National Library of Air Photographs: a collection of vertical and oblique aerial photographs providing complete national coverage of England. Maintained by the NMR.

NMP – National Mapping Programme: an English Heritage project to map the archaeological resource known from aerial photography and to provide a more reliable framework for classifying and dating sites.

NMRE – National Monuments Record (England): an information resource for England's historic environment established by the RCHME and now maintained by Historic England. The NMR contains major collections of aerial photographs, ground photographs of buildings and archaeological monuments, plans, sketches and drawings and databases of monuments, events and archives.

NMRS – National Monuments Record for Scotland.

NMRW – National Monuments Record (Wales)

NPPG – National Planning Policy Guideline (Scotland)

OASIS – On-line Access to the Index of Archaeological Interventions: a partnership project between English Heritage and the ADS funded by the Research Support Libraries Programme. www.oasis.ac.uk.

PaG – Parks and Gardens Registration System. <https://historicengland.org.uk/listing/what-is-designation/registered-pa...>

PAN – Planning Advice Note (Scotland)

Pastmap – A map enabled query system for Scottish National Archaeological and Architectural Datasets. <https://www.historicenvironment.scot/archives-and-research/archives-and-....>

PastScape – Online resource developed by English Heritage's National Monuments Record (NMR) which provides an easy-to-use way to find information about many of England's ancient and historical sites, buildings and monuments. The information within PastScape is taken directly from the NMR's national historic environment database. These records contain descriptions of any interesting archaeological details, pictures (where available) and links to maps and aerial photographs on other websites.

PPG – Planning Policy Guidance Note: a series of guidance notes issued by the DoE identifying issues to be taken into consideration by local planning authorities. (England)

PPS – Planning Policy Statement. These are starting to supersede the PPG notes (above); the most significant PPS for the historic environment is PPS6. https://www.planningni.gov.uk/index/policy/planning_statements_and_suppl...

Protected Wreck – These are wreck sites in UK waters which have been identified and designated for protection by the DCMS.

Recording-practice guidelines – Desk manuals for use in HERs and the NMR that are based around national data standards but which aim to provide practical guidance on how to record in the local situation. They may include guidelines on sources, monument categories, adding and editing records, etc.

Registered Battlefields – A register of battlefields of special historical interest, to draw attention to the importance of these sites. For English battlefields it has been compiled by English Heritage.

Registered Parks and Gardens – A register of parks and gardens of special historical interest, to draw attention to the importance of these sites. For parks and gardens in England it has been compiled by English Heritage. Parks and Gardens dating from 1939 or earlier are included in the register and the gardens are graded (I, II* or II) to indicate their interest.

RIGS – Regionally Important Geological Sites.

ROW – Rights of Way, footpaths and other routes along which members of the public have the right to pass.

RSM – Record of Scheduled Monuments. The RSM is the English Heritage database for managing information on Scheduled Monuments.

SAM* – 1) Scheduled Ancient Monument: Scotland and Wales (for England see SM). 2) Scottish Archaeology Month: annual Scotland-wide celebration of archaeology through special events and activities. Taking place every September, coordinated by *Archaeology Scotland* [<https://archaeologyscotland.org.uk/projects/scottish-archaeology-month/>].

SCAPE – Scottish Coastal Archaeology and the Problem of Erosion. <http://www.scapetrust.org/>

SCRAN – Scottish Cultural Resources Access Network. <https://www.scran.ac.uk/>

SMR – Sites and Monuments Record.

SWAD – Scottish Wetland Archaeological Database. <https://www.geos.ed.ac.uk/~ajn/swad/>

SEA – Strategic Environment Assessment

SLA – Service Level Agreement: an agreement between a client and a contractor that sets out agreed service levels, for example minimum response time, the number of hours of telephone support, replacement equipment, etc.

SMR – Sites and Monuments Record. Although often now known as Historic Environment Records (HERs – see above) particularly in England, some individual records still use the title SMR.

SPP – Scottish Planning Policy: guidance issued by the Scottish Executive.

SSSI – Sites of Special Scientific Interest.

Statutory instrument – Any designation to which the Statutory Instruments Act 1946 applies.

Strategic plan – A high-level planning document which sets out an organisation's overall aims and objectives for the next three to five years.

Thesaurus of Building Materials – A thesaurus maintained by the English NMR to provide an index to materials used in the construction of buildings and other structures such as public monuments, garden ornaments, street furniture, and so forth. http://thesaurus.historicengland.org.uk/thesaurus.asp?thes_no=129&thes_n...

Thesaurus of Monument Types - A thesaurus maintained by the NMR to provide an index to monuments, buildings and other built structures by character and function. http://thesaurus.historicengland.org.uk/thesaurus.asp?thes_no=1&thes_nam...

TPO – Tree Preservation Order.

Treasure Act – The 1996 Act in force in England, Wales and Northern Ireland that defines which finds or objects should be reported to local coroners as Treasure. This act is currently under consultation for updating in 2019.

Treasure Trove – the term given to the different legislation in Scotland, the Isle of Man and the Channel Islands relating to procedure dealing with, and definition of ‘Treasure’ in those areas.

Ty Gofal – All Wales Agri-Environment Scheme. www.tynybrynfarms.com/tir-gofal.htm

UAD – Urban Archaeological Database.

UDP – Urban Development Plan (Wales).

WHS – World Heritage Site: A site which is identified on the list of cultural and natural properties protected under the UNESCO Convention on World Heritage agreed by the World Heritage Committee.

Glossary: Technical Archaeological Terms

The technical terms and organisational names and acronyms used by archaeologists are manifold, and can be very bemusing even to those working in archaeology! The glossary below is hence quite large, but should contain most of the terms and names that you are likely to come across in archaeology in the United Kingdom. To help with finding the term you are

looking for, it is divided into three sections: archaeology and heritage organisations; projects and resources, and technical archaeological terms.

The glossary terms are taken primarily from the ClfA Standards and Guidance, and also from Informing the Future of the Past: Guidelines for Historic Environment Records (www.ifp-plus.info). Further terminology, should you need it, can also be accessed via the Archaeological Objects Thesaurus (http://thesaurus.historicengland.org.uk/thesaurus.asp?thes_no=144&thes_n...).

Technical Archaeological Terms

Analytical drawing – buildings recording technique - based on suitable scaled base drawing or photogrammetric plot but showing relative phasing and stratigraphic analysis of the structure, for example on changes in materials, butt joints, key joints, mortar, surface treatments or other constructional details. May comprise sections, elevations, details and plans.

Appraisal – 1) a rapid reconnaissance of site and records to identify (within the planning framework) whether a development proposal has a potential archaeological dimension requiring further clarification. 2) A rapid reconnaissance of site and records to identify whether a particular project or study area has potential for further academically oriented research involving non-intrusive or intrusive methods.

Archaeological formation process - the way in which archaeological deposits (contexts) are created and change through time until the point of excavation. This includes the action of geological and environmental forces (wind, water, animal activity etc) and human intervention.

Archive (Finds) – the finds archive is composed of the material archive (all recovered and retained archaeological material), the documentary archive (all documentation relating to finds work, including catalogues, computer records, photographic negatives, transparencies, prints, radiographs, conservation records and correspondence) and an index. The finds archive forms part of the complete project archive.

Archive (documentary) – The documents created or received and accumulated by a person or organisation in the course of the conduct of affairs and preserved because of their long-term value.

Assessment – see desk-based assessment and post excavation assessment.

Bilge – nautical term – usually defined as the change between the bottom part of a vessel and its side.

Body plan – nautical term – the two dimensional representation of the transverse sections through a vessels hull.

Brief/project outline – an outline framework of the archaeological circumstances which have to be addressed, together with an indication of the scope of works that will be required. In Scotland the brief may be referred to as a project outline.

Building assessment – An assessment of a built structure by an architectural historian, archaeologist or other specialist.

Buttock line – nautical term – a vertical longitudinal section of a vessel.

Card-index system – A set of ordered cards kept to provide an index to a collection; for example a card index to a library might be ordered by author's name.

Caulk/caulking/caulked – nautical term – a method of making planking, etc, watertight by forcing caulking materials into the seam after assembly. Such material in the modern sense is long stranded cotton, though in other periods it could be made from any type of available organic matter for example, horse hair, cattle hair and old rope, commonly termed oakum.

Client – the individual or organisation commissioning and funding the project.

Collecting policy – A policy document which defines the physical material which it is within scope of the Historic Environment Record (HER) to collect, this should also include a policy for appropriate disposal of inappropriate material. This document is separate to the recording policy (see below).

Conservation area – An area of historical and architectural character whose boundaries have been designated in local plans. Local planning authorities have special planning powers covering these areas which aim to preserve and enhance their character.

Conservation plan – A plan produced by a local authority which identifies a conservation area and sets out plans for preserving and enhancing it. A Conservation Plan provides a single approach to understanding and managing the cultural significance of a place. It explains why a site is significant and how that significance will be retained in any future use, alteration, development or repair. The same approach can be used for historic gardens, landscapes, buildings, archaeological sites, collections or even a ship and is particularly relevant when a site has more than one type of heritage.

Consultation – Refers to requests for information and professional advice made by planning authorities, developers, Government agencies and curators.

Context – the term used to refer to a single archaeological event (a layer, deposit or cut)

Copyright - Legal rights associated with the originators of material.

Costed assessments – in Scotland, these provide the basis for at least provisional agreement and further contracts on the resources to be provided for further fieldwork or for post-excavation work.

Critical conclusions check – informal peer review of the main findings of a report, carried out by a person of equivalent or greater relevant experience to the author(s)

Curator – a person or organisation responsible for the conservation and management of archaeological evidence by virtue of official or statutory duty, including for example County, District Council or Welsh Archaeological Trust archaeological officers, and the national bodies:

English Heritage; Historic Scotland; Cadw (Wales); Department of Environment, Northern Ireland; Jersey Heritage; Guernsey Museum, and Manx National Heritage.

Cut feature – an archaeological context which results from the human removal of the underlying archaeological and/or geological deposits, for example a ditch, pit or grave. Also referred to as a 'negative' in contrast to a 'positive' or upstanding feature.

Data standard – a specification of the content or organisation of recorded information used to promote retrieval of information, to assist in the specification of information gathering, and to enable the sharing of information between projects. Data standards may cover the content of the recorded information, or the indexing terminology to be used in the records, or both. The aim is to promote consistency in the way in which information is recorded.

Data structure report – this report is required in Scotland and there is no precise equivalent elsewhere in the United Kingdom or Isle of Man. It consists of a narrative account of field interpretations and questions which may be answered by post-excavation analysis, supported by full lists of contexts, finds, samples and records (including plans, photographs and slides).

Database Right - Legal rights associated with the originators of computer databases.

Desk-based assessment – an assessment of the known or potential archaeological resource within a specified area or site (land-based, inter-tidal or marine), consisting of a collation of existing written and graphic information, in order to identify the likely character, extent and relative quality of the actual or potential resource. (See Section 4 of this document).

Detail – buildings recording technique – drawing designed to illustrate or explain a selected detail of construction (e.g. jointing), alteration (e.g. complex junction), technology or function. May be plan, section, elevation, axonometric, isometric or cutaway. Scale is normally larger than that for base drawings.

Diagonal – nautical term – a longitudinal sectional line coming down at an angle from the centre line being neither horizontal nor vertical.

Dimensioned sketch – buildings recording technique – drawing, not to scale but including dimensioned information. Could comprise plan, cross-section, elevation, and detail.

Dissemination – the means by which reports, data and other information connected to an archaeological project are recorded, shared and communicated with, or broadcasted to a wider audience. This would include local authority archaeologists or equivalent, researchers, academic departments, local groups and societies, or anyone else with an interest in archaeological research and heritage. This can be achieved through any media, including websites, online archives such as the ADS, books, journal or magazine articles, leaflets or pamphlets, or television or radio.

Earthwork survey – the systematic measurement and location of changes in the ground surface (eg banks, ditches, mounds) to create a plan or three dimensional reconstruction of an area of landscape. Also known as a topographical survey.

Entomology – the scientific study of insects

Environmental Impact Assessment (EIA) – a systematic analysis of the potential effects of a project on all aspects of the environment including cultural heritage, in order to inform the deciding agency involved in the decision-making process. In addition this acquaints bodies with relevant environmental responsibilities and gives them the opportunity to comment before consent is given. EIA applies to projects having significant environmental effects as set out in Directive 85/337/EEC and as implemented in the United Kingdom and Isle of Man, which came into effect in July 1988.

Environmental Stewardship – Includes Entry-level Scheme (ELS) and Higher Level Scheme (HLS) in England, Tir Cynnal and Tir Gofal (in Wales) and Rural Stewardship Scheme in Scotland. Environmental Stewardship schemes are agri-environment schemes which provide funding to farmers and other land managers who deliver effective environmental management on their land.

Evaluation – a limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site and, if they are present, defines their character and extent, and relative quality. It enables an assessment of their worth in a local, regional, national or international context as appropriate (see also ClfA *Standard and guidance for archaeological field evaluations*).

Exhibit – any object, collection of objects or document collected for future use as evidence in a trial or hearing

Fastenings – nautical term – the bolts, nails, treenail, dowels etc which hold the framing and planking together.

Fairing – nautical term – when the buttock, waterlines and diagonals all correspond.

Field scanning – the rapid visual survey of an area to locate changes in the ground surface, vegetation etc which may indicate the presence of areas of interest.

Fieldwork (Finds) – fieldwork is the stage in the process of finds work which produces the finds assemblage; this can include the re-evaluation of old collections. Intrusive fieldwork is the process of removing finds from their context of deposition in antiquity; this includes excavation, field survey such as field-walking and discovery by members of the public.

Finds – the term ‘finds’ is taken to include all artefacts, building materials, industrial residues, environmental material, biological remains and decay products.

Frame – nautical term – the transverse timbers that form the skeleton of the vessel. A frame can be a single timber or made up of component parts ie floor, futtocks and top timbers.

Gazetteer – A list of place names with their associated location, normally given as a grid reference. Gazetteers are published by the OS and other mapmakers and are used as an aid to finding the location of a place on a map sheet. In archaeology, gazetteers of site names and their locations are often included in journals and other publications. Gazetteers have a specific use in GIS, described separately.

Gem Towns(<http://isgap.org.uk/gem-towns>) - A list of 51 towns considered to be particularly splendid and precious.

Geophysical survey - the non-destructive and systematic collection of data from beneath the ground surface. Geophysical survey may involve any of a number of different techniques, adapted for use in locating shallow archaeological features without the need for excavation. Some techniques can also be used underwater to aid in the location of objects. Essentially, Geophysical survey determines the presence of anomalies of archaeological potential through measurement of one or more physical properties of the subsurface

GIS – Geographic Information System.

GPS – Global Positioning System: a position-finding system which uses radio receivers to pick up signals from four or more special satellites and compute WGS co-ordinates for the receiver.

Historic buildings – Buildings which are of national, regional and local historic interest, including listed buildings.

Interpretive drawing – buildings recording technique – drawings produced to illustrate phasing, development, analysis, function or use of a structure, building or complex. These may not necessarily be to scale and may be axonometric, isometric or cut-away as well as plans, sections or elevations. May include reconstructions of lost features, functions, machinery or form.

Isotopic analysis – destructive techniques which examines the chemical signatures of samples of human remains. These can be used to obtain information on the diet and geographic origins of an individual and the pollutants to which they may have been exposed.

Licensing – A form of agreement between two parties in which one party is permitted to carry out some action by another. For example, an OS licence permits the licence-holder to use or copy OS maps within specified conditions.

Lines/waterlines/buttock lines/diagonals – nautical term – the graphical representation of a vessels hull-form expressed as sectional cuts through the 3D shape of a vessel. Lines consist of waterlines, buttock lines and diagonals.

Listed buildings – Buildings of special architectural or historical interest, included in the Lists published by the DCMS.

Listing – The process of identifying buildings of architectural or historical interest and publishing them on the Listed Buildings list.

Map projection – A mathematical model used to convert three-dimensional reality into two dimensions for representation on a map, or within a twodimensional GIS database. All map projections have particular strengths: some preserve shape, others preserve distance, area and direction. All projections have limitations of which users should be aware.

Map scale – The measure of reduction between the representation and the reality, be it a map or a spatial database. Scale is usually represented as a representative fraction of distance (for

example 1:50,000, one unit of distance on the map representing 50,000 units in reality). The nominal scale of a spatial dataset has considerable influence over the possible application of the dataset. For example, it would not be sensible to compare data captured at a nominal scale of 1:625,000 with data captured at 1:1,250.

Mitigation – A recommendation made by a conservation professional to mitigate any adverse impacts which may result from a development proposal.

Monument record – A record in a card index or computer database which describes and indexes an interpretation of the archaeological or architectural features represented on a site.

Negative events – Archaeological investigations, such as watching briefs and trial trenches, that find no evidence for human activity. These are described and recorded as negative events. They are considered as important in evaluating the potential for human activity in the area or the effectiveness of a particular field technique under certain conditions.

OS card index – Card index of archaeological sites and monuments formerly maintained by the Ordnance Survey (OS) Archaeology Division.

Pilot project – A project which is designed to test the effectiveness or potential of a particular approach.

Planning advice – Professional conservation advice about the implications of proposed developments on the cultural heritage.

Planning archaeologist – see curator.

Polygon – GIS term – A representation of an enclosed region defined by a segment or a series of segments that makes up its boundary. Polygons may have attributes describing the region they represent, such as the period(s) for a historic town.

Post-excavation assessment – the process carried out after the completion of fieldwork in order to assess the potential for further analysis and publication. This involves the assessment of the findings (as represented in the site archive) against the original project design. It may result in the production of a post-excavation project design, which will incorporate any new research questions identified. Post-excavation assessment must result in the production of a report. Please note that English Heritage now recommend assessing as you go along with an excavation, rather than carrying out a post-excavation assessment after the event.

Post-excavation project design – see below and costed assessment. The full project design for the post-excavation phase and publication of projects may not be possible until excavation is complete. The cost of this work will be broadly agreed on the basis of a costed assessment.

Primary structure – nautical term – classed as the skeleton or main structure around which the rest of the vessel is built. This includes the keel, keelson, stem post, stern post and main frames or their equivalent.

PRN – Primary Reference Number to SMR records.

Project design – a written statement on the objectives of a project, including methods, timetable and resources. These form the framework for the execution of the project through to completion, set out in sufficient detail to be quantifiable, implemented and monitored. Normally prepared by an archaeologist or organisation undertaking the fieldwork, frequently in response to a brief/project outline or specification. The project design may be updated following assessment during or after excavation.

Project Outline – see brief.

Public Enquiry – A process in which evidence may be presented by members of the public and other parties to an official body for review and for their recommendations. The location of new developments (such as roads or airports) is an example of a subject which may go to public enquiry.

Publication plan/synopsis – a description of the final report and publication outlet, if known, which should include a contents list, with an estimate of word counts and numbers of illustrations for each section identified in the contents list. It should identify where foldouts are desired and where colour may be needed.

Qualified staff (Finds) – trained archaeological personnel who would normally be members of the Institute for Archaeologists (IfA) or equivalent bodies with relevant skills, knowledge and understanding.

Record map – This refers to the maps (most commonly at 1:10,000 scale) that were used to record the location of sites or monuments in HERs/SMRs prior to the introduction of GIS.

Recording policy – A policy document which defines the breadth and scope of the information recorded in the HER. This document is separate to the collecting policy (see above).

Rectified photography – buildings recording technique – the process of obtaining dimensioned information from a single photograph, which is usually aligned parallel to the wall plane. A distance measured on the wall plane then provides scale. Computerised methods can reduce the need for accurate alignment.

Remote sensing – The science of acquiring information about the earth using instruments which are remote to (isolated from) the earth's surface, usually from aircraft or satellites (but geophysical information is also relevant).

Research frameworks – An assessment of land use, settlement, environment, economy and society in a regional context which provide a framework for curation, decision-making and research.

Scaled base drawing as existing – buildings recording technique – existing survey showing structure as found, including fixtures, fittings, features, materials, and constructional details. May show individual stones, brick courses, timbers or general form of building. May comprise section, elevation, detail, and plan. Below ground remains or associated features should be shown where relevant.

Scheduling – The process of identifying, assessing, reviewing and recommending monuments to the Secretary of State for Culture, Media and Sport for the purpose of inclusion in the Schedule of Monuments.

Secondary sources – Published and unpublished works (e.g. books, essays) that are based on the interpretation of primary research materials such as finds, aerial photographs, geophysical survey data, etc. Some secondary sources are based on interpretation of both primary data and re-interpretation of other secondary sources.

Secondary structure* – nautical term – classed as the skin or secondary structure which is easily repaired, or can be transitory, such as hull planking/plating, fastenings, fittings and decking.

Sheer – nautical term – the rise of the upper most edge of the side of a vessel.

Sheer line – nautical term – the line of the top most edge of the hull. This does not include the superstructure.

Sheer plan – nautical term – the graphical representation of a vessel's side view otherwise known elevation of a vessel.

Site survey – buildings recording technique – scaled survey showing buildings, structures or complexes in their local setting, including significant locational features, such as plot boundaries, undertaken by hand-measured survey or by electronic data collection.

Specialist (Finds) – this includes all finds co-ordinators, artefact specialists, technology specialists, environmental archaeologists, conservators, archaeological scientists and museum curators.

Specification – a written schedule of works required for a particular project (by a curator, planning archaeologist or client) set out in sufficient detail to be quantifiable, implemented and monitored. Normally prepared by or agreed with the relevant curator.

Spoil – the soil and other materials (eg. brick, stone) removed during the excavation of archaeological features

Stratigraphic – in archaeology this term refers to both the geological and archaeological (human-made) layers which make up a deposit or feature. The stratigraphic sequence is the order in which these deposits were laid down over time and enables the relative date of deposits, and therefore the events which created them, to be established.

Thematic map – A map which communicates a single theme or subject. For example, a map depicting the number of fieldwork projects within different administrative areas, or the number of sites within areas would be thematic maps. These contrast with general-purpose topographic mapping which depicts features such as roads, rivers, landmarks and elevation.

Topography – The natural and artificial features of the landscape.

Topology – The relationships in spatial terms between connected or adjacent geographical objects.

Taphonomy – the study of the processes of decay which affect remains after death.

Treasure – the legal term given to archaeological objects deemed to be ‘Treasure’ under the Treasure Act 1996 (in England, Wales or Northern Ireland) or under Treasure Trove (in Scotland and the UK Crown Dependencies).

User declaration forms - These are forms that set out the role of the Scheduled Monument Record (SMR) or Historic Environment Record (HER) and its commitment to conservation and preservation of the historic environment.

Written Scheme of Investigation – or WSI, term used in Scotland for a Project Outline or Brief. See Brief for further definition.

Gem Towns

In 1964 the *Council for British Archaeology* (<http://archaeologyuk.org>) released a response to the Buchanan report, ‘*Traffic in Towns*’ (<http://hansard.millbanksystems.com/commons/1963/nov/27/traffic-in-towns-...>) (1963). Buchanan emphasised the need for balance in traffic management and urban development as car ownership placed increased pressure on town centres. This in conjunction with the devastation and loss of heritage assets in Worcester following the development of the town centre at this time led to a response from the CBA in the form of a plea, for the inclusion of historic environment preservation provisions in all development plans.

The Gem Town designation, moved away from the previous approach of ‘piecemeal listed-building protection’ in town centres, which had seen many assets lost to town centre development and road expansion. The CBA’s proposal sought particular focus on the ‘historic quality’ of the town environment through creation of Heritage Plans highlighting the value of the area.

The key features of the survey Heritage Plan:

- Layout- particularly historic street plans
- Historic buildings
- Urban quality
- Other special characteristics

It was envisaged that the Heritage Plan would be combined with the Transportation Plan (Buchanan, 1963), to form an obligatory process in any development plan that required specific provision for any features emphasised in the survey. Responsibility for the creation of this plan was given to the area local authority with guidance and support from the CBA.

Through the combination of road planning and heritage preservation it was hoped that not only historic buildings would be saved but that the ‘skeleton’ of historic towns would be protected by ensuring the street plan was considered in any planning or redevelopment proposals.

A list of 324 Historic Towns was drawn up, including locations across the UK using the survey criteria. Of these 51 were considered to be particularly splendid and precious and were subsequently designated as Gem Towns.

The map below shows the distribution of 'Gem Towns' nation-wide

View [Gem Towns](#) in a larger map

List of Gem Towns:

Abingdon
Cambridge
Wisbech
Cockermouth
Whitehaven
Totnes
Blandford
Barnard Castle
Colchester
Thaxted
Chipping Campden
Tewkesbury
Hereford
Sandwich
Lincoln
Stamford
King's Lynn
Norwich
Wynomondham
Newcastle on Tyne
Newark-on-Trent
Burford
Oxford
Bridgnorth
Ludlow
Bath
Wells
Hadleigh
Lavenham
Lewes
Rye
Warwick
Bradford-on-Avon
Marlborough
Salisbury
Pershore
Beverley
Richmond
Scarborough
York

Conway
Monmouth
Tenby
Aberdeen
Inveraray
Haddington
Culross
Edinburgh and Leith
Cromarty
Kelso
Stirling

Guidelines for archaeological excavation and recording techniques

An introduction to excavation methods and recording techniques aimed at voluntary groups. This resource was produced by Community Archaeology Training Placement holder Gemma Stewart *Northumberland National Park* (<http://www.northumberlandnationalpark.org.uk>) with funding from *English Heritage (now Historic England)* (<https://historicengland.org.uk/>) and the *Council for British Archaeology* (<http://archaeologyuk.org>).

Appendix 1: Chartered Institute for Archaeologists Code of Conduct

This code of conduct applies to all members of the Chartered Institute for Archaeologists (CIfA), and are recommended to all those with an archaeological interest as guidelines for responsible and ethical behaviour.

* *CIfA Code of conduct* (<https://www.archaeologists.net/sites/default/files/CodesofConduct.pdf>).

* *CIfA membership information* (<http://www.archaeologists.net/join/individual>), open both to paid and voluntary sector archaeologists.

Principle 1

A member shall adhere to high standards of ethical and responsible behaviour in the conduct of archaeological affairs.

Rules

1.1 A member shall conduct himself or herself in a manner which will not bring archaeology or the Institute into disrepute.

1.2 A member shall present archaeology and its results in a responsible manner and shall avoid and discourage exaggerated, misleading or unwarranted statements about archaeological matters.

1.3 A member shall not offer advice, make a public statement, or give legal testimony involving archaeological matters, without being as thoroughly informed on the matters concerned as might reasonably be expected.

1.4 A member shall not undertake archaeological work for which he or she is not adequately qualified. A member shall have regard to his/her skills, proficiencies and capabilities and to the maintenance and enhancement of these through appropriate training and learning experiences. A voting member shall ensure that they carry out a minimum of 50 hours of continual professional development activity in any two-year period, and shall be able to provide evidence of this to the Institute on request and according to such procedures required to the Board of Directors. A member shall inform current or prospective employers or clients of inadequacies in his/her qualifications for any work which may be proposed; he/she may of course seek to minimise such inadequacies by acquiring additional expertise, by seeking the advice or involvement of associates or consultants, or by arranging for modifications of the work involved; similar considerations apply where a member, during the course of a project, encounters problems which lie beyond his/her competence at that time. He or She should ensure that in all cases that adequate support whether of advice, personnel or facilities, has been arranged for any historic environment project in which he/she may become involved,

1.5 A member shall give appropriate credit for work done by others, and shall not commit plagiarism in oral or written communication, and shall not enter into conduct that might unjustifiably injure the reputation of another archaeologist.

1.6 A member shall know and comply with all laws applicable to his or her archaeological activities whether as employer or employee, and *where appropriate* with national and international treaties, conventions and charters including annexes and schedules.

1.7 A member shall not knowingly be employed by, or otherwise contract with, an individual or entity where the purpose of the contract is directly to facilitate the excavation and/or recovery of items from archaeological contexts for sale, and where such sale may lead to the irretrievable dispersal of the physical and/or intellectual archive, or where such sale may result in an undispersed archive to which public access is routinely denied.

1.8 A member shall abstain from, and shall not sanction in others, conduct involving dishonesty, fraud, deceit or misrepresentation in archaeological matters, nor knowingly permit the use of his/her name in support of activities involving such conduct.

1.9 A member, in the conduct of his/her archaeological work, shall not offer or accept inducements which could reasonably be construed as bribes.

1.10 A member shall not reveal confidential information unless required by law; nor use confidential or privileged information to his/her own advantage or that of a third person. A member should also exercise care to prevent employees, colleagues, associates and helpers from revealing or using confidential information in these ways. Confidential information means information gained in the course of the project which the employer or

client has for the time being requested be held inviolate, or the disclosure of which would be potentially embarrassing or detrimental to the employer or client. Information ceases to be confidential when the employer or client so indicates, or when such information becomes publicly known. Where specifically archaeological information is involved, it is however the responsibility of the member to inform the employer or client of any conflict with his/her own responsibilities under Principle 4 of the Code (dissemination of archaeological information) and to seek to minimise or remove any such conflict.

1.11 A member shall take account in the planning and execution of historic environment projects the legitimate concerns of individuals or group(s) about places, objects, human remains or intangible heritage that they believe to hold significant cultural or religious meaning or connotations, provided that the member knew or reasonably ought to have known about those concerns. Members shall consult where appropriate with those affected individuals or group(s), with the goal of establishing a mutually beneficial working relationship.

1.12 A member has a duty to ensure that this Code is observed throughout the membership of the Institute, and also to encourage its adoption by others. A member's duty to ensure that the Code of conduct is observed includes providing information in response to a request from the Chair or his/her nominee, and/or giving evidence to such panels and hearings as may be established for the purposes of investigating an alleged breach of the Institute's by-laws. This requirement is without prejudice to the provisions of Rule 1.10 regarding confidential information. A member shall ensure, as far as is reasonably practical, that all work for which he/she is directly or indirectly responsible by virtue of his/her position in the organisation undertaking the work, is carried out in accordance with this Code.

1.13 A member may find himself/herself in an ethical dilemma where he/she is confronted by competing loyalties, responsibilities or duties. In such circumstances a member shall act in accordance with the Principles of the Code of conduct.

1.14 A member shall work towards the development and continuous improvement of the profession by contributing to, and challenging, existing knowledge and professional practice where appropriate, by devising and validating new techniques, by ensuring that others benefit from his/her own experience and knowledge and by using his/her best endeavours to foster a culture of continuous professional development and career progression.

Principle 2

The member has a responsibility for the conservation of the historic environment

Rules

2.1 A member shall strive to conserve archaeological sites and material as a resource for study and enjoyment now and in the future and shall encourage others to do the same. Where such conservation is not possible he/she shall seek to ensure the creation and maintenance of an adequate record through appropriate forms of research, recording, archiving of records and other relevant material, and dissemination of results.

2.2 Where destructive investigation is undertaken, particularly in the case of projects carried out for pure research, the member shall ensure that it causes minimal attrition of the historic environment consistent with the stated objects of the project. In all projects, whether prompted by pure research or the needs of rescue, consideration shall be given to the legitimate interests of other archaeologists; for example, the upper levels of a site should be conscientiously excavated and recorded, within the exigencies of the project, even if the main focus is on the underlying levels.

2.3 A member shall ensure that the objects of a research project are an adequate justification for the destruction of the archaeological evidence which it will entail.

Principle 3

The member shall conduct his/her work in such a way that reliable information about the past may be acquired, and shall ensure that the results be properly recorded.

Rules

3.1 The member shall keep himself/herself informed about developments in his/her field or fields of specialisation.

3.2 A member shall prepare adequately for any project he/she may undertake.

3.3 A member shall ensure that experimental design, recording, and sampling procedures, where relevant, are adequate for the project in hand.

3.4 A member shall ensure that the record resulting from his/her work is prepared in a comprehensible, readily usable and durable form.

3.5 A member shall ensure that the record, including artefacts and specimens and experimental results, is maintained in good condition while in his/her charge and shall seek to ensure that it is eventually deposited where it is likely to receive adequate curatorial care and storage conditions and to be readily available for study and examination.

3.6 A member shall seek to determine whether a project he/she undertakes is likely detrimentally to affect research work or projects of other archaeologists. If there is such likelihood, he/she shall attempt to minimise such effects.

Principle 4

The member has responsibility for making available the results of archaeological work with reasonable dispatch.

Rules

4.1 A member shall communicate and cooperate with colleagues having common archaeological interests and give due respect to colleagues' interests in, and rights to information about sites, areas, collections or data where there is a shared field of concern, whether active or potentially so.

4.2 A member shall accurately and without undue delay prepare and properly disseminate an appropriate record of work done under his/her control, which may include the deposition of primary records and unpublished material in an accessible public archive. A member shall not initiate, take part in or support work which materially damages the historic environment unless reasonably prompt and appropriate analysis and reporting can be expected. Where results are felt to be substantial contributions to knowledge or to the advancement of theory, method or technique, they shall be communicated as soon as reasonably possible to colleagues and others by means of letters, lectures, reports to meetings or interim publications, especially where full publication is likely to be significantly delayed.

4.3 A member shall honour requests from colleagues or students for information on the results of research or projects if consistent with his/her prior rights to publication and with his/her other archaeological responsibilities. Archaeologists receiving such information shall observe such prior rights, remembering that laws of copyright may also apply.

4.4 A member is responsible for the analysis and publication of data derived from projects under his/her control. While the member exercises this responsibility he/she shall enjoy consequent rights of primacy. However, failure to prepare or publish the results within 10 years of completion of the fieldwork shall be construed as a waiver of such rights, unless such failure can reasonably be attributed to circumstances beyond the member's control. It is accepted that the movement of archaeologists from one employment to another raises problems of responsibility for the publication of projects. This ultimate responsibility for publication of a piece of work must be determined either by the contract of employment through which the work was undertaken, or by agreement with the original promoter of the work. It is the responsibility of the member, either as employer or employee, to establish a satisfactory agreement on this issue at the outset of work.

4.5 A member, in the event of his/her failure to prepare or publish the results within 10 years of completion of the fieldwork and in the absence of countervailing circumstances, or in the event of his/her determining not to publish the results, shall if requested make data concerning the project available to other archaeologists for analysis and publication

4.6 A member shall accept the responsibility of informing the public of the purpose and results of his/her work and shall accede to reasonable requests for access to sites (within limitations set laid down by the funding agency or by the owners or the tenants of the site, or by considerations of safety or the well being of the site) and for information for dispersal to the general public

4.7 A member shall respect contractual obligations in reporting but shall not enter into a contract which prohibits the member from including his/her own interpretations or conclusions in the resulting record, or from a continuing right to use the data after completion of the project . While a client employer may legitimately seek to impose whatever conditions of confidentiality he/she wishes, a member shall not accept conditions which require the permanent suppression of archaeological discoveries or interpretations.

Principle 5

The member shall recognise the aspirations of employees, colleagues and helpers with regard to all matters relating to employment, including career development, health and safety, terms and conditions of employment and equality of opportunity.

Rules

5.1 A member shall give due regard to the requirements of employment legislation relating to employees, colleagues or helpers.

5.2 A member shall give due regard to the requirements of health and safety legislation relating to employees or to other persons potentially affected by his or her archaeological activities.

5.3 A member shall give due regard to the requirements of legislation relating to employment discrimination on grounds of race, sex, age, disability, sexual orientation or religious belief.

5.4 A member shall ensure that adequate insurance cover is maintained for persons or property which may be affected by his or her archaeological activities.

5.5 A member shall give due regard to the welfare of employees, colleagues and helpers in relation to terms and conditions of service. He or she shall give reasonable consideration to any ClfA recommendations on pay and conditions of employment, and should endeavor to meet or exceed the ClfA recommended salary minima.

5.6 A member shall give reasonable consideration to cumulative service and proven experience of employees, colleagues or helpers when deciding rates of remuneration and other employment benefits, such as leave.

5.7 A member shall have due regard to the rights of individuals who wish to join or belong to a trade union, professional or trade association.

5.8 A member shall give due regard and appropriate support to the training and development of employees, colleagues or helpers to enable them to execute their duties.

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